MEDIA *plus*

Internet/intranet

Version 5.6

User Manual

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Installing the administration program

The MEDIA *plus* system is made up of three distinct parts: the server, the administration and the client.

In its Internet/intranet version, the Editions ENI accomodates the MEDIA *plus* server along with the database, which contains the users, training and assessment programs and results.

Consequently, you use the administration program to administer this database via the Internet or your intranet. The users log on to the Media *plus* system using Internet Explorer.

Before you install

Although there is nothing to stop you installing the administration software on more than one computer, it can run with all its features on only one computer at any given time (any subsequent attempts will access the database in read-only mode).

☞ Here are the system requirements for the administration software:

- Windows XP, Windows 2000, Windows 95 or 98, Windows Me or NT4 (with NT4, you will need Service Pack 4 or later),
- Internet Explorer 5 or later,
- 20 Mb of free space on the hard disk,
- a screen resolution of at least 800 x 600 and 256 colours,
- the MEDIA *plus* Administration CDROM.
- the **.reg** file that Editions ENI will have sent you.

☞ For the installation, you will need to log on as the local administrator.

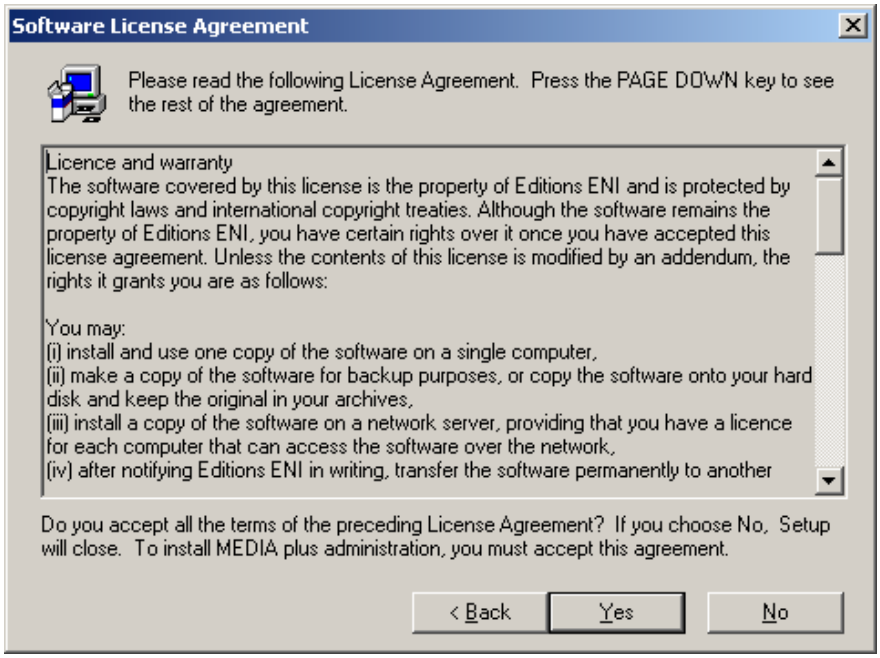
☞ Before you start the installation program, make sure that:

- no applications are open on the computer (deactivate any anti-virus software as well),
- that your computer has free access to the Internet,

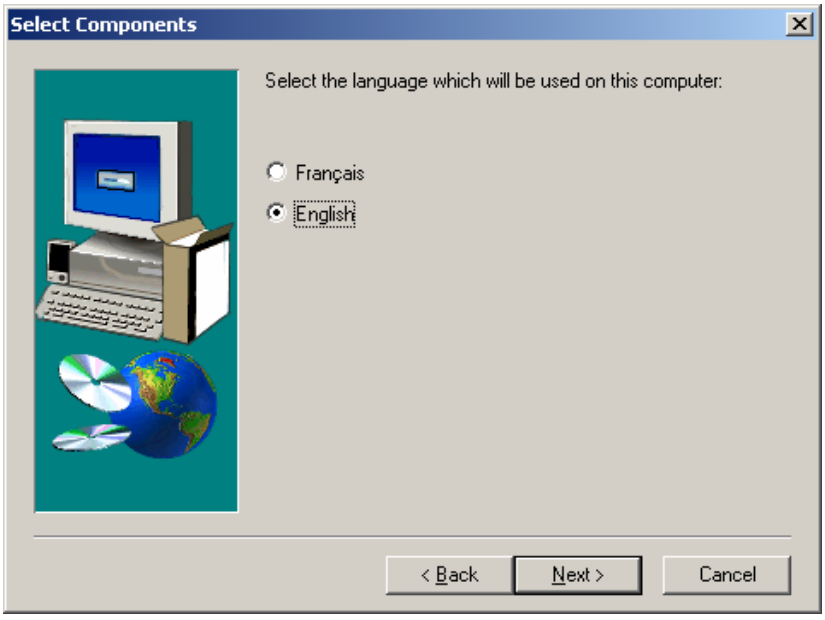
If Internet access depends on a proxy server, make sure that port 1433 is open on the proxy server and that the computer that must run the MEDIA plus *administration is also running the proxy client.*

Installing

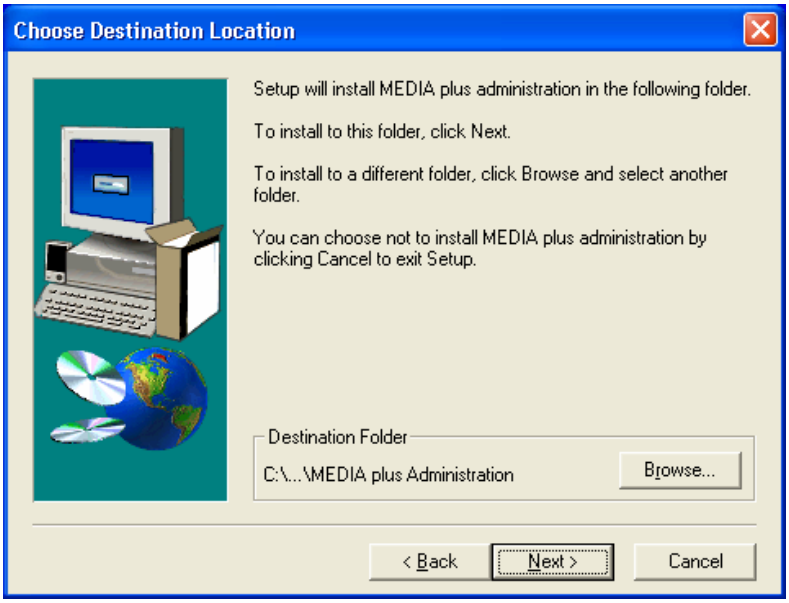
*If you want to update the administration program, you will need to uninstall the existing program using Windows' **Add/Remove Programs** application, before installing the new version.*


Software License Agreement
Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.
Licence and warranty
The software covered by this license is the property of Editions ENI and is protected by copyright laws and international copyright treaties. Although the software remains the property of Editions ENI, you have certain rights over it once you have accepted this license agreement. Unless the contents of this license is modified by an addendum, the rights it grants you are as follows:
You may:
(i) install and use one copy of the software on a single computer,
(ii) make a copy of the software for backup purposes, or copy the software onto your hard disk and keep the original in your archives,
(iii) install a copy of the software on a network server, providing that you have a licence for each computer that can access the software over the network,
(iv) after notifying Editions ENI in writing, transfer the software permanently to another
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install MEDIA plus administration, you must accept this agreement.
< Back
Yes
No

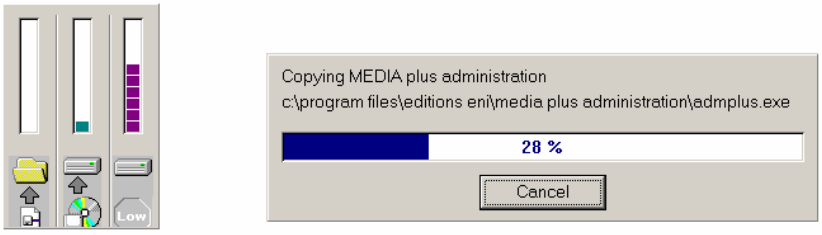
☞ Click **Yes** to accept the licence agreement.

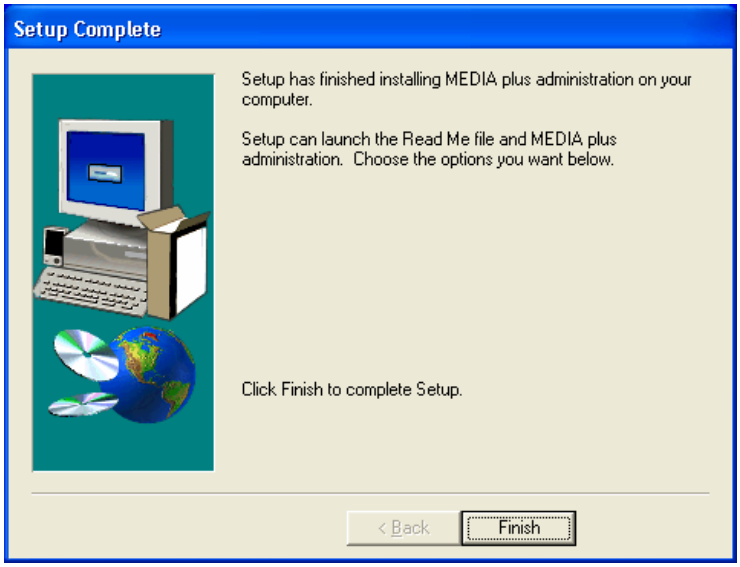


☞ Select the language for the interface then click **Next**.


Choose Destination Location
Setup will install MEDIA plus administration in the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and select another folder.
You can choose not to install MEDIA plus administration by clicking Cancel to exit Setup.
Destination Folder
C:\...\MEDIA plus Administration
Browse...
< Back
Next >
Cancel

☞ Click **Next** to install the administration program in the default folder.
The next window shows the progress of the installation.




Setup Complete
Setup has finished installing MEDIA plus administration on your computer.
Setup can launch the Read Me file and MEDIA plus administration. Choose the options you want below.
Click Finish to complete Setup.
< Back
Finish

☞ Click **Finish** to conclude the installation.

☞ Depending on the items you have installed, you may be prompted to restart the computer. Once you have done this, the installation will be complete.

☞ If you are installing the Internet administration program, restart the computer then copy your **.reg** file (that Editions ENI provided) onto its hard disk. Double-click this file to configure the Internet administration program.

Administrating

➤ To start the MEDIA *plus* administration, select **Start - Programs** (or **start - All Programs**), then choose **Editions ENI** - **MEDIA plus administration**.
When you start the MEDIA *plus* administration for the first time, the administrator name is **Admin** by default and no password is required to access this application.

As soon as you start working with the MEDIA plus administration, it is advisable to create your own administrator account and to delete the administrator account by default (cf. Tools and extras - 3. Creating administrator accounts).

➤ Enter your administrator name and any password.

➤ Click **OK**.

*If the administration program has already been started on another computer, a message will appear to inform you of this. Click **OK** to run the administration program in read-only mode.*

In the intranet/Internet version of MEDIA *plus* you can access the administration program in read-only mode by activating the **Log on in read-only mode** option.

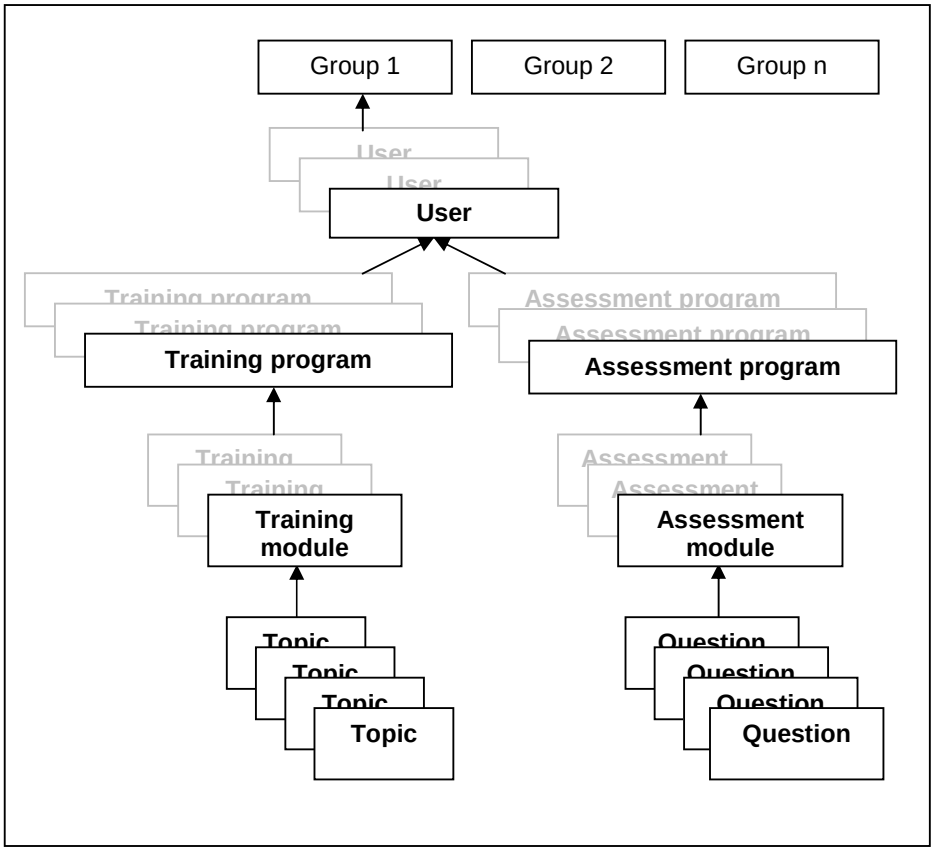
If this option is already active or greyed out, then an administrator is already logged on in read/write mode. The name of this administrator is given.

Objects

The MEDIA *plus* system provides 6 types of object: training modules, assessment modules, training programs, assessment programs, users and groups.

The MEDIA *plus* administrator has a set of ready-made modules and programs that he/she can assign to users or to user groups. In addition, the administrator can create new modules and programs.

The following diagram shows the standard relationships between these different objects (the topics and the questions are the basic items that the MEDIA *plus* system provides to build the modules).



☞ **Managing the objects:**

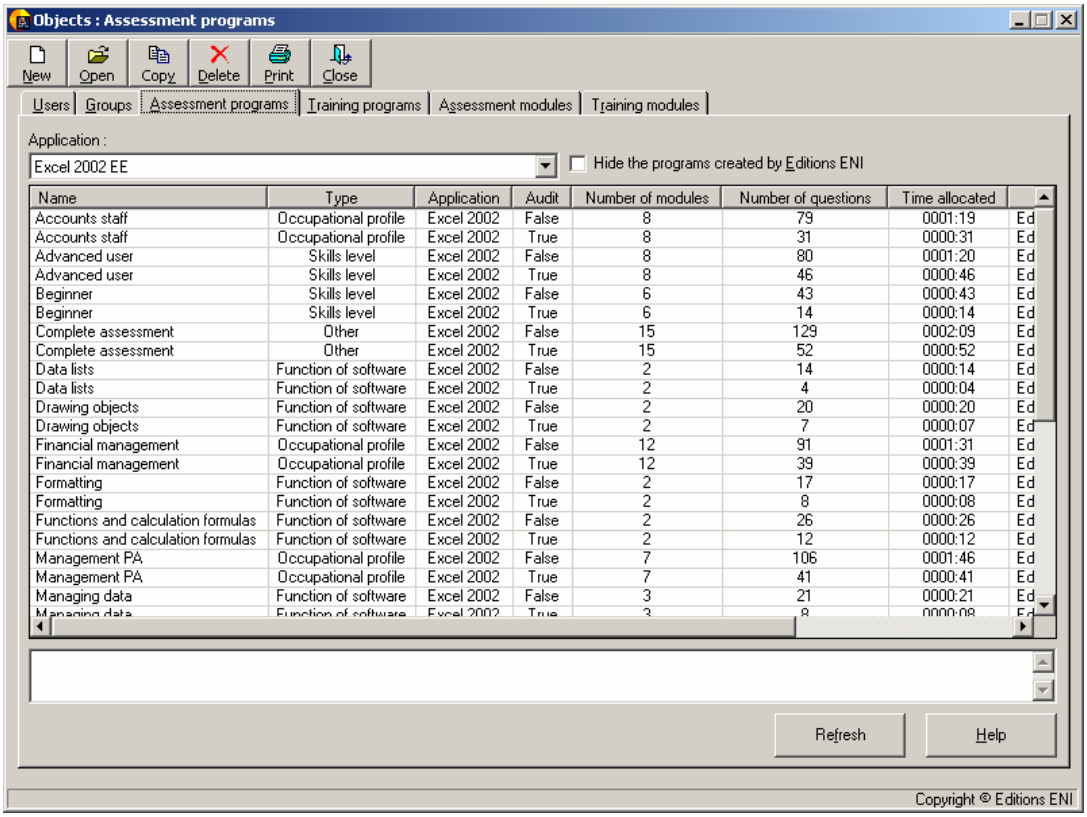
➤ Use the **Administration** – **Objects** command.

If you see the error message "Run-time error 35600: Index out of bounds", then the database does not contain any application components. In this case, click ***OK*** *then close the administration program and install the required components.*

The six tabs in the ***Objects*** *dialog box provide access to the six object types of the* ***MEDIA plus*** *system.*

☞ **Activating a tab:**

➤ Click the required tab or use its shortcut key.


Objects : Assessment programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the programs created by Editions ENI
Name
Type
Application
Audit
Number of modules
Number of questions
Time allocated
Accounts staff Occupational profile Excel 2002 False 8 79 0001:19
Accounts staff Occupational profile Excel 2002 True 8 31 0000:31
Advanced user Skills level Excel 2002 False 8 80 0001:20
Advanced user Skills level Excel 2002 True 8 46 0000:46
Beginner Skills level Excel 2002 False 6 43 0000:43
Beginner Skills level Excel 2002 True 6 14 0000:14
Complete assessment Other Excel 2002 False 15 129 0002:09
Complete assessment Other Excel 2002 True 15 52 0000:52
Data lists Function of software Excel 2002 False 2 14 0000:14
Data lists Function of software Excel 2002 True 2 4 0000:04
Drawing objects Function of software Excel 2002 False 2 20 0000:20
Drawing objects Function of software Excel 2002 True 2 7 0000:07
Financial management Occupational profile Excel 2002 False 12 91 0001:31
Financial management Occupational profile Excel 2002 True 12 39 0000:39
Formatting Function of software Excel 2002 False 2 17 0000:17
Formatting Function of software Excel 2002 True 2 8 0000:08
Functions and calculation formulas Function of software Excel 2002 False 2 26 0000:26
Functions and calculation formulas Function of software Excel 2002 True 2 12 0000:12
Management PA Occupational profile Excel 2002 False 7 106 0001:46
Management PA Occupational profile Excel 2002 True 7 41 0000:41
Managing data Function of software Excel 2002 False 3 21 0000:21
Refresh
Help
Copyright © Editions ENI

All the tabs offer a set of six buttons in the top left of the window. If nothing is selected, some buttons may be unavailable or ineffective.

Some tabs offer specific buttons at the bottom of the window. These buttons concern only the objects under the same tab.

Each tab heads a list of the objects concerned, sorted on one or more criteria.

☞ **Sorting a list:**

➤ Click the header of the column you want to use as your sort criterion. Click once to sort in ascending order; click again to sort in descending order.

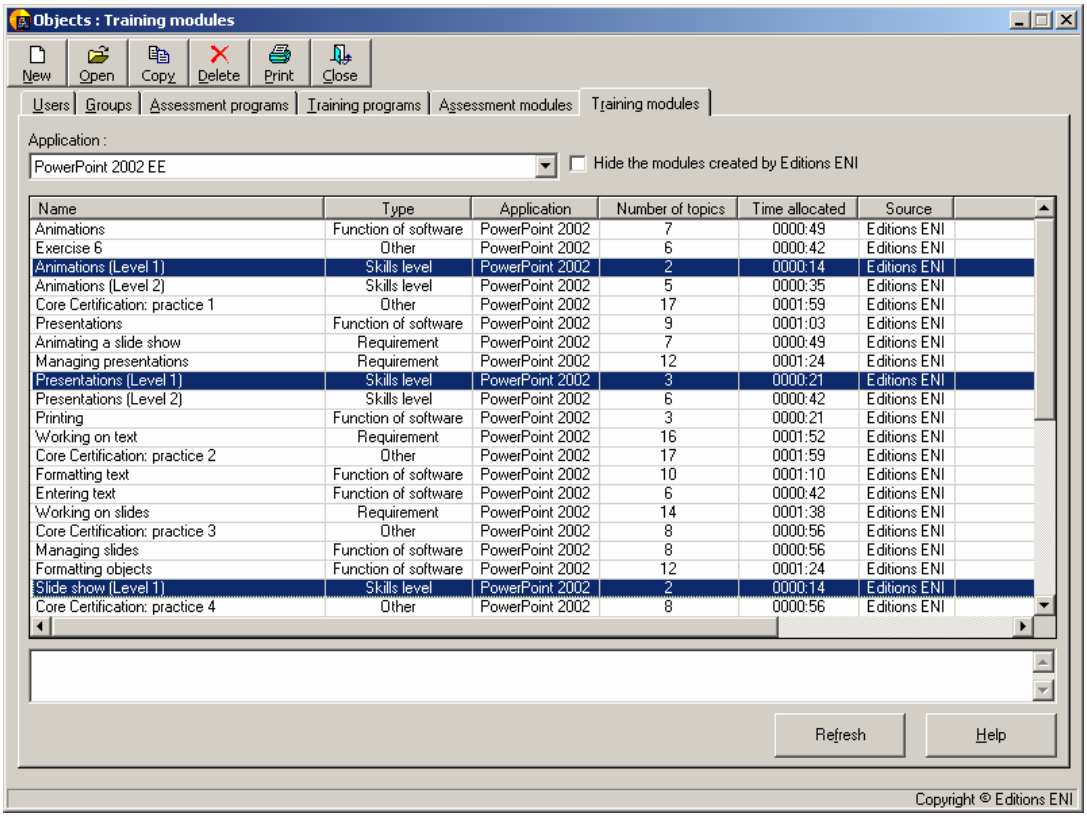
☞ **Changing the width of a column:**

➤ Drag or double-click the vertical line to the right of the header of the column whose width you want to modify.

Each list contains a variable number of objects, which you can sometimes select.

☞ **Selecting one or more objects:**

To select one object	click the object.
To select several non-adjacent objects	hold down the ❄ key and click the objects concerned.
To select several adjacent objects	hold down the ● key and click the objects concerned, or drag around the objects you want to select.


Objects : Training modules
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
PowerPoint 2002 EE
Hide the modules created by Editions ENI
Name
Type
Application
Number of topics
Time allocated
Source
Animations | Function of software | PowerPoint 2002 | 7 | 0000:49 | Editions ENI
Exercise 6 | Other | PowerPoint 2002 | 6 | 0000:42 | Editions ENI
Animations (Level 1) | Skills level | PowerPoint 2002 | 2 | 0000:14 | Editions ENI
Animations (Level 2) | Skills level | PowerPoint 2002 | 5 | 0000:35 | Editions ENI
Core Certification: practice 1 | Other | PowerPoint 2002 | 17 | 0001:59 | Editions ENI
Presentations | Function of software | PowerPoint 2002 | 9 | 0001:03 | Editions ENI
Animating a slide show | Requirement | PowerPoint 2002 | 7 | 0000:49 | Editions ENI
Managing presentations | Requirement | PowerPoint 2002 | 12 | 0001:24 | Editions ENI
Presentations (Level 1) | Skills level | PowerPoint 2002 | 3 | 0000:21 | Editions ENI
Presentations (Level 2) | Skills level | PowerPoint 2002 | 6 | 0000:42 | Editions ENI
Printing | Function of software | PowerPoint 2002 | 3 | 0000:21 | Editions ENI
Working on text | Requirement | PowerPoint 2002 | 16 | 0001:52 | Editions ENI
Core Certification: practice 2 | Other | PowerPoint 2002 | 17 | 0001:59 | Editions ENI
Formatting text | Function of software | PowerPoint 2002 | 10 | 0001:10 | Editions ENI
Entering text | Function of software | PowerPoint 2002 | 6 | 0000:42 | Editions ENI
Working on slides | Requirement | PowerPoint 2002 | 14 | 0001:38 | Editions ENI
Core Certification: practice 3 | Other | PowerPoint 2002 | 8 | 0000:56 | Editions ENI
Managing slides | Function of software | PowerPoint 2002 | 8 | 0000:56 | Editions ENI
Formatting objects | Function of software | PowerPoint 2002 | 12 | 0001:24 | Editions ENI
Slide show (Level 1) | Skills level | PowerPoint 2002 | 2 | 0000:14 | Editions ENI
Core Certification: practice 4 | Other | PowerPoint 2002 | 8 | 0000:56 | Editions ENI
Refresh
Help
Copyright © Editions ENI

☞ **Going to a specific object quickly:**

➤ Type the first character of the name of the object concerned.

You can set a filter to limit the objects you want to view.

☞ **Filtering the objects displayed under a tab:**

➤ Open the filter list that appears above the list of objects.

➤ Click the name of the criterion you want to apply.

For **Application** filter lists, the **All** criterion shows all the objects for all the applications.

Under the **Users** tab, the **All** criterion shows all the users in the database, whether they belong to a group or not. By default, you can see the users who belong to the first group in the list.

The **Programs** and **Modules** tabs also provide the **Hide the programs** (or **modules**) **created by Editions ENI** option which you can activate to view only your own objects.

☞ **Creating an object:**

➤ Select the appropriate tab then click the **New** button.

☞ **Opening an object:**

➤ Select the object you want to open and click the **Open** button, or double-click the object.

*As with the **Objects** window, you can carry out many operations in the windows for creating and opening objects (for example, you can sort lists, change column positions and apply filters).*

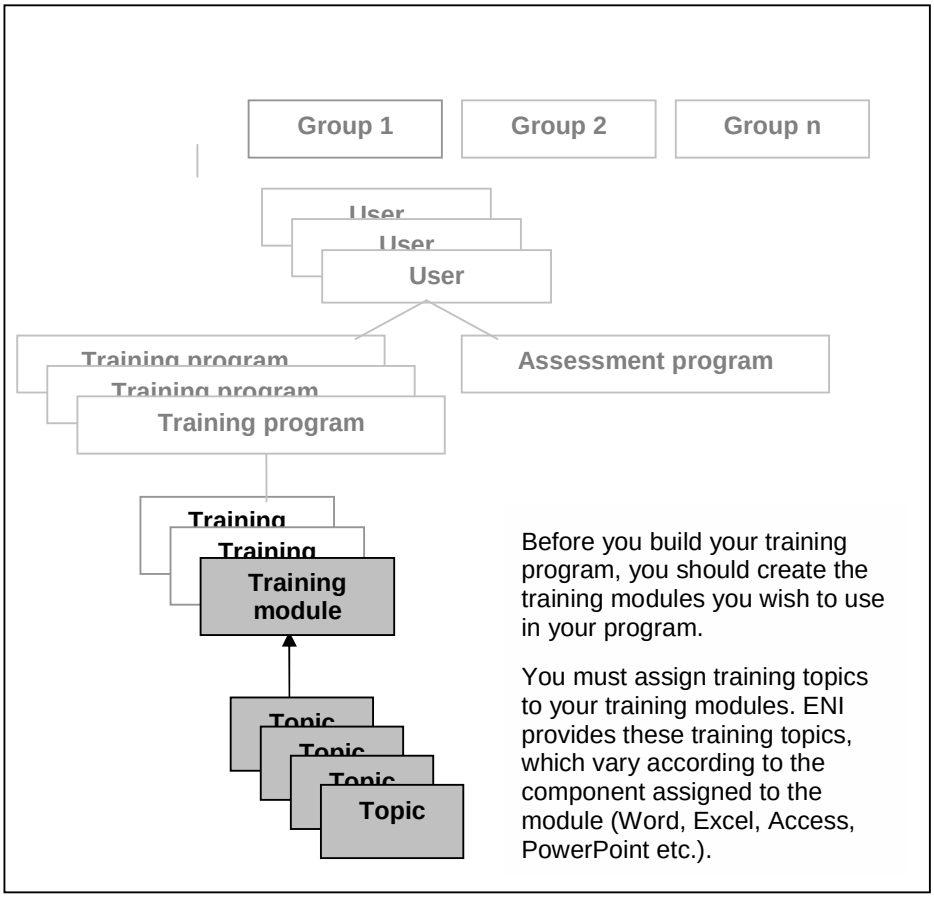
The **Save** button saves any settings you have specified, without closing the window. An error message appears if you failed to supply mandatory information or if the information you supplied was erroneous.

The **Undo** button cancels any changes you made since the last time you saved the object, without closing the window.

The **Copy** and **Print** buttons display error messages if you have not saved the latest settings you applied.

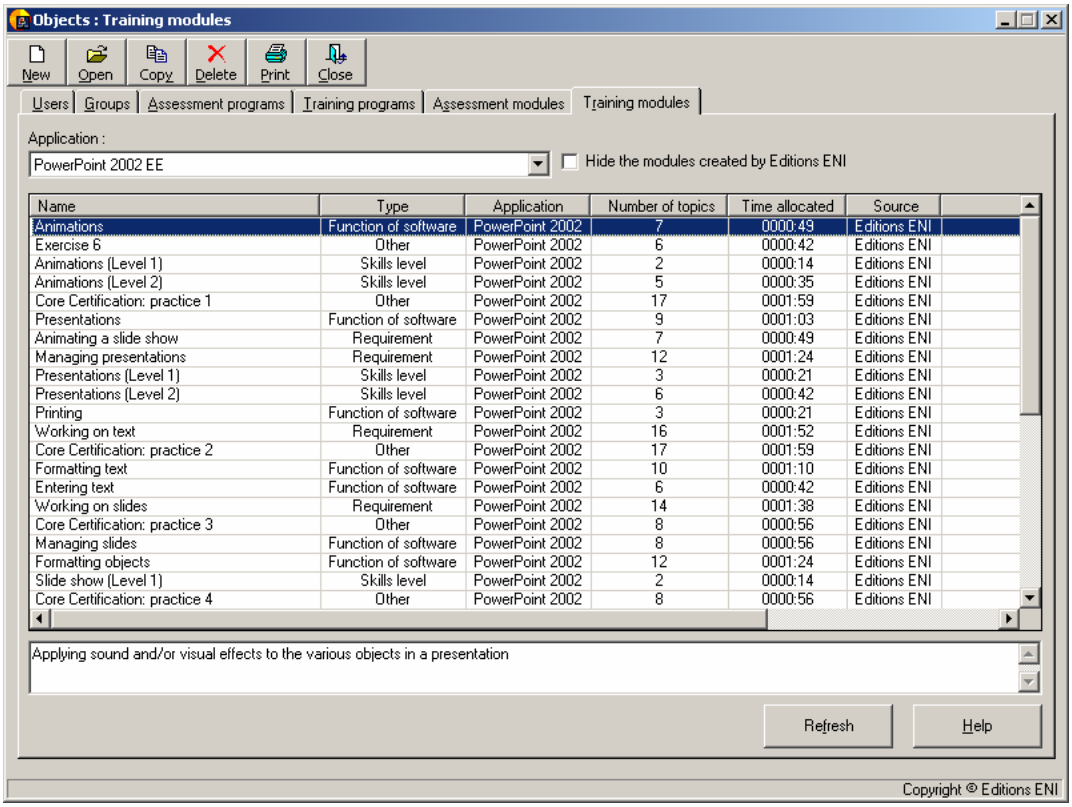
The **Close** button closes the object window and, if necessary, offers to save any changes you have made and not yet saved.

- Training modules -



☞ **Accessing the training modules:**

- In the **Objects** window, select the **Training modules** tab.
- To view a summary of the contents of a training module, select the module concerned: a summary of the module's contents appears beneath the list of modules.



***ENI** provides a number of training modules for each component installed in the database. You can also create your own modules.*

1 - Creating a training module

*While you are creating your training module, remember to click the **Save** button regularly.*

- Under the **Training modules** tab in the **Objects** window, click the **New** button.
- Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour (maroon).

  The **Name** of the training module can contain letters and/or numbers, but you should avoid using symbols or special characters.

  The module **Type** is **Occupational profile** by default. As this type appears as a column in the list of modules, you can sort your list according to this criterion.

  You can enter a **Summary of contents** for the module. This text will appear under the list of modules when you select the module concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

  The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new training module.

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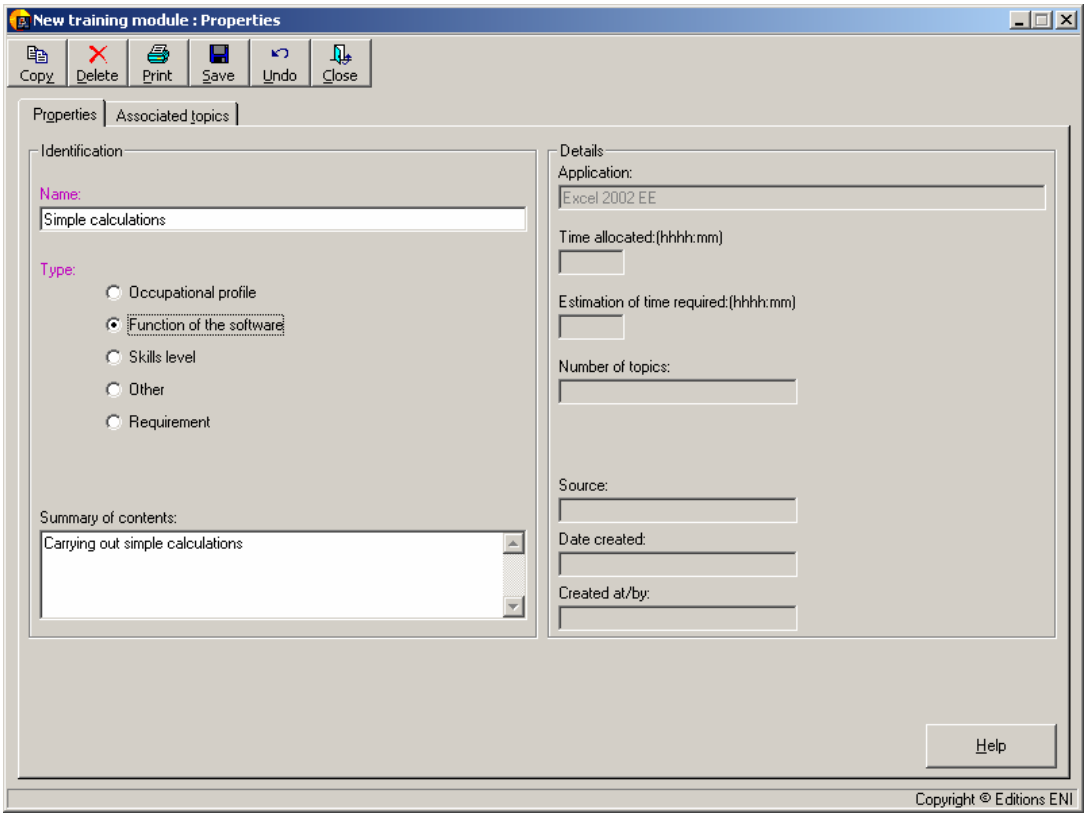
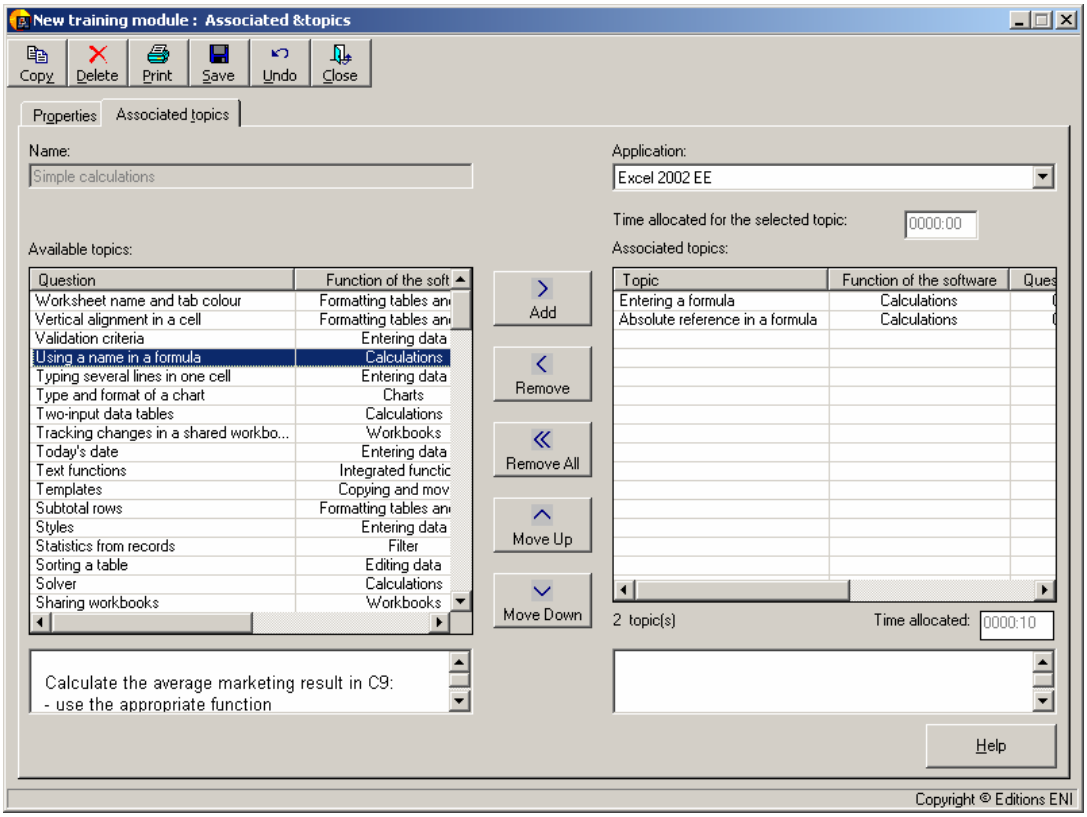


- Activate the **Associated topics** tab.
  Under this tab, the left hand list shows the **Available topics** you can associate with the module and the right hand list shows the module's **Associated topics**.
- Select the module's application and environment using the **Application** list. You cannot mix topics from different applications in the same module. If you select a different application while you are creating your module, MEDIA *plus* clears the right hand list of associated topics.
- You can sort the list by the contents of a particular column (by **Topic**, by **Fonction of the software**, etc.) by clicking the column's header.
- In the **Available topics** list, select the topic(s) you want to associate with your module. When you select a topic in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the topics you selected in the left hand list now appear in the right hand list of **Associated topics**.
- If necessary, you can select one of the **Associated topics** then change the **Time allocated for the selected topic**.



*The number of topics associated with the module and the total **Time allocated** appear under the right hand list of **Associated topics**.*

The following constraints apply when you create modules:
- A training module can contain between 1 and 25 topics.
- A topic can last between 1 and 60 minutes.
- Once you have saved a module, you can no longer change its application.

☞ **Removing one or more topics from a training module:**

- Under the **Associated topics** tab for the module concerned, select the topics you want to remove in the right hand list.
- Click the **Remove** button: the topics you selected disappear from the right hand list and re-appear in the left hand list of **Available topics**.
- Click the **Remove All** button to remove all the topics from the right hand list, irrespective of the topics that are currently selected in this list.

☞ **Changing the order of the topics in a module:**

*The order of the topics in the **Associated topics** list is the order in which the user will work through them. You may wish to change this order.*

- Under the **Associated topics** tab for the module concerned, select the topic you want to move in the right hand list.
- Click the **Move Up** button or the **Move Down** button according to how you want to move the topic.

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2 - Modifying a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select the training module you want to modify and click the **Open** button, or double-click the training module you want to modify.

➤ Make your changes.

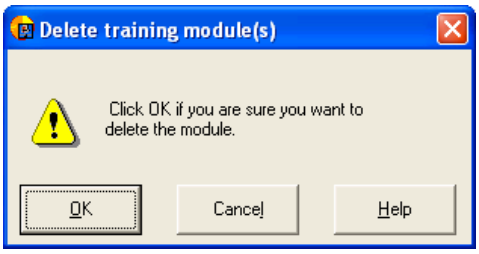
You cannot change a module if the module is provided by ENI or if the module is currently included in one or more users' program(s) (in this case, you must remove the module from the program before you can change it).

3 - Deleting a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select the training module(s) you want to delete, or open the training module you want to delete.

➤ Click the **Delete** button.



➤ Confirm that you want to delete the module(s) by clicking **OK**.

You cannot delete a module if the module is provided by ENI or if the module is currently included in one or more users' program(s) (in this case, you must remove the module from the program before you can delete it).

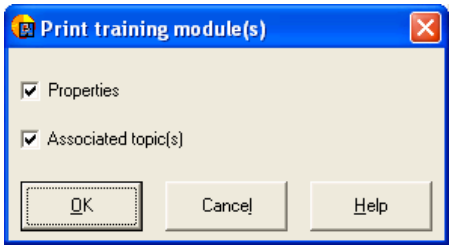
4 - Printing a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select or open the training module you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the training module and/or its **Associated topic(s)**.



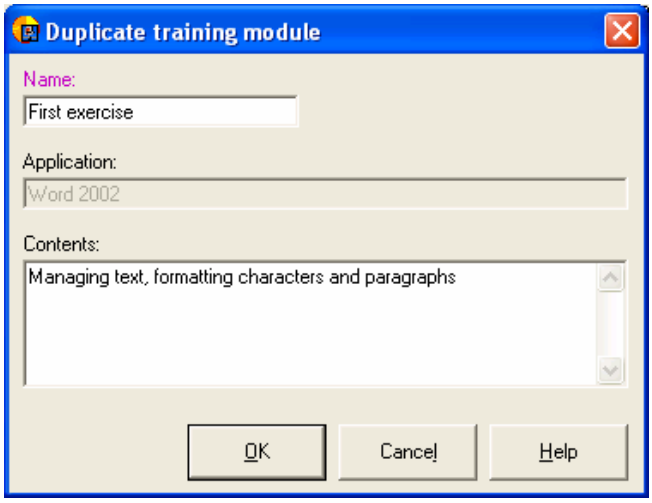
➤ Click the **OK** button.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

Printing all the modules whose name begins with "Exercise" will give you a complete list of the topics covered in MEDIA plus, in the order which ENI recommends as a natural learning progression.

5 - Duplicating a training module

- Activate the **Training modules** tab in the **Objects** window.
- Select or open the training module you want to duplicate.
- Click the **Copy** button.
- Enter the **Name** of your duplicate module and, if necessary, enter a description of its **Contents**.



- Confirm the duplication by clicking **OK**.

A duplicated module contains the same topics as the original module.

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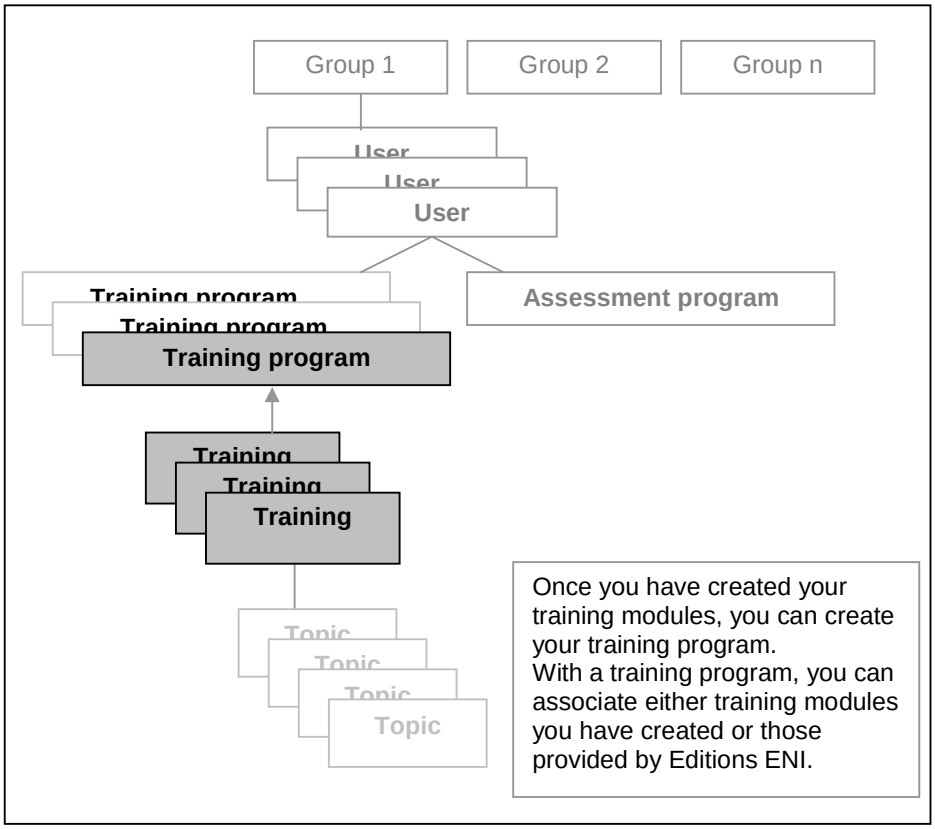
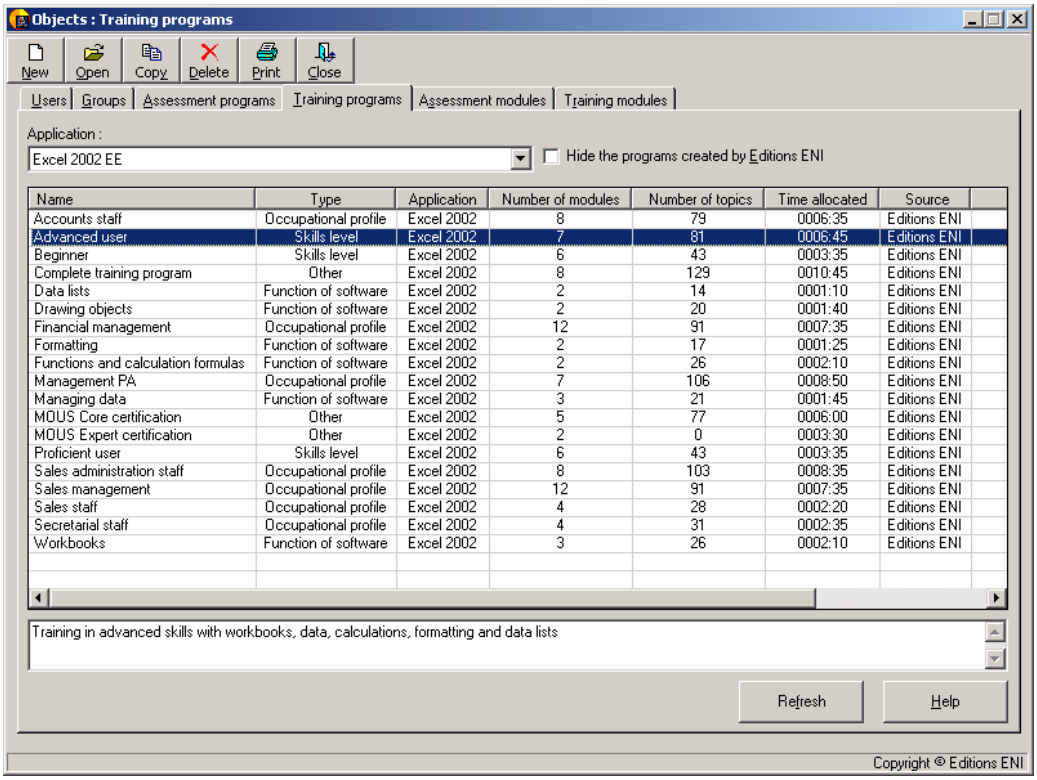
- Training programs -



☞ **Accessing the training programs:**

➤ In the **Objects** window, select the **Training programs** tab.

➤ To view a summary of the contents of a training program, select the program concerned: a summary of the program's contents appears beneath the list of programs.


Objects : Training programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the programs created by Editions ENI
Name | Type | Application | Number of modules | Number of topics | Time allocated | Source
Accounts staff | Occupational profile | Excel 2002 | 8 | 79 | 0006:35 | Editions ENI
Advanced user | Skills level | Excel 2002 | 7 | 81 | 0006:45 | Editions ENI
Beginner | Skills level | Excel 2002 | 6 | 43 | 0003:35 | Editions ENI
Complete training program | Other | Excel 2002 | 8 | 129 | 0010:45 | Editions ENI
Data lists | Function of software | Excel 2002 | 2 | 14 | 0001:10 | Editions ENI
Drawing objects | Function of software | Excel 2002 | 2 | 20 | 0001:40 | Editions ENI
Financial management | Occupational profile | Excel 2002 | 12 | 91 | 0007:35 | Editions ENI
Formatting | Function of software | Excel 2002 | 2 | 17 | 0001:25 | Editions ENI
Functions and calculation formulas | Function of software | Excel 2002 | 2 | 26 | 0002:10 | Editions ENI
Management PA | Occupational profile | Excel 2002 | 7 | 106 | 0008:50 | Editions ENI
Managing data | Function of software | Excel 2002 | 3 | 21 | 0001:45 | Editions ENI
MOUS Core certification | Other | Excel 2002 | 5 | 77 | 0006:00 | Editions ENI
MOUS Expert certification | Other | Excel 2002 | 2 | 0 | 0003:30 | Editions ENI
Proficient user | Skills level | Excel 2002 | 6 | 43 | 0003:35 | Editions ENI
Sales administration staff | Occupational profile | Excel 2002 | 8 | 103 | 0008:35 | Editions ENI
Sales management | Occupational profile | Excel 2002 | 12 | 91 | 0007:35 | Editions ENI
Sales staff | Occupational profile | Excel 2002 | 4 | 28 | 0002:20 | Editions ENI
Secretarial staff | Occupational profile | Excel 2002 | 4 | 31 | 0002:35 | Editions ENI
Workbooks | Function of software | Excel 2002 | 3 | 26 | 0002:10 | Editions ENI
Training in advanced skills with workbooks, data, calculations, formatting and data lists
Refresh
Help
Copyright © Editions ENI

*For each component installed in the database, Editions ENI provides a number of training programs, including a program called **Complete training program**, which contains all the training topics for the component. At the end of each of its modules, this program offers a practice exercise.*
*The **Complete training program** contains modules called Exercise 1, Exercise 2, etc.*

1 - Creating a training program

*While you are creating your training program, remember to click the **Save** button regularly.*

☞ **Creating a new training program:**

➤ Under the **Training programs** tab in the **Objects** window, click the **New** button.

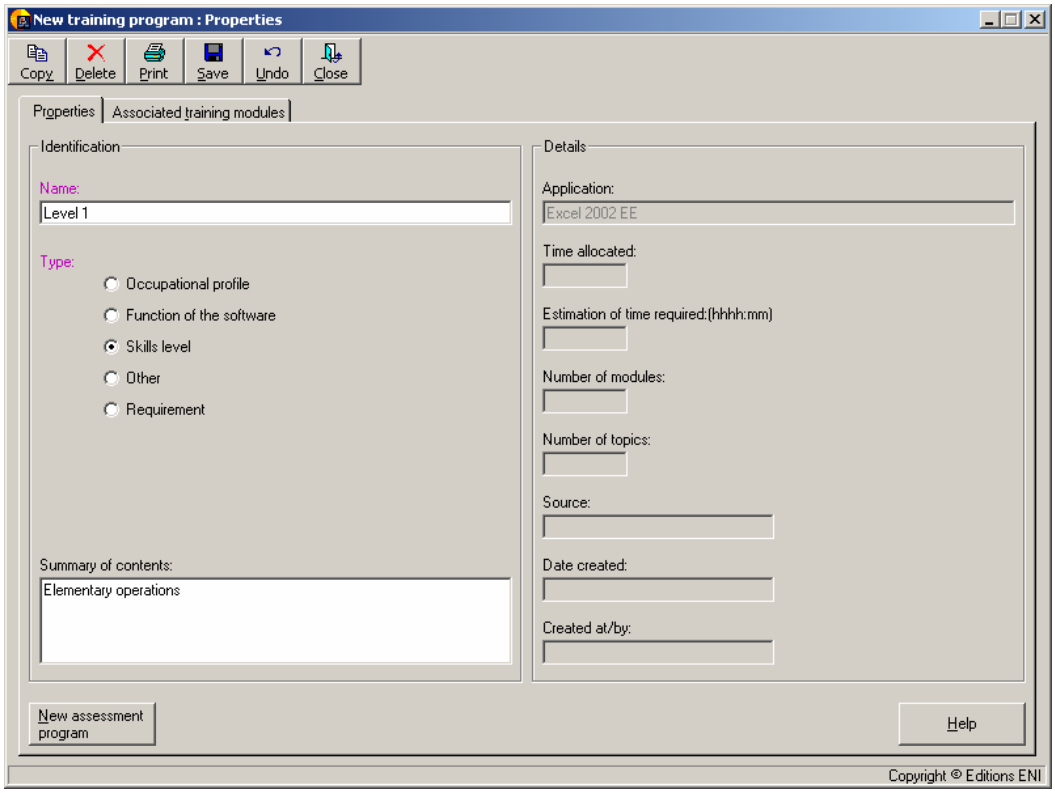
➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour (maroon).

The **Name** of the training program can contain letters and/or numbers, but you should avoid using symbols or special characters. This name is a required field.

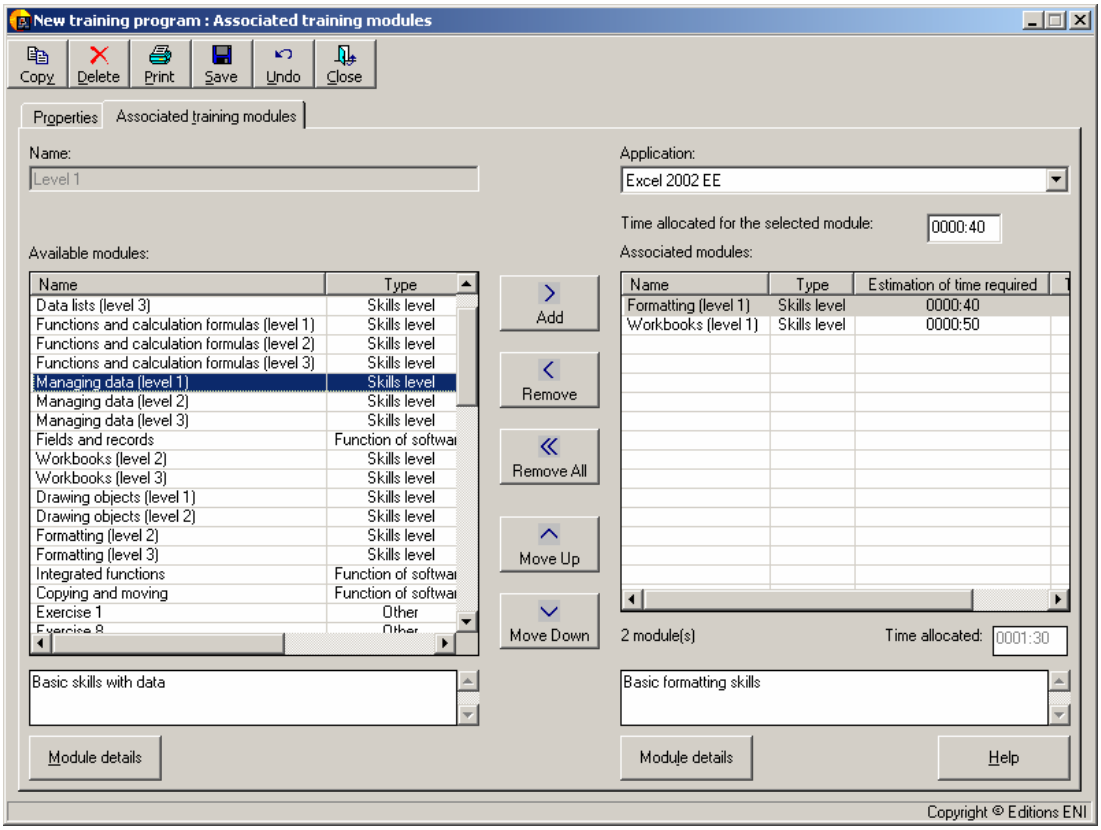
The program **Type** is **Occupational profile** by default. As this type appears as a column in the list of programs, you can sort your list according to this criterion.

You can enter a **Summary of contents** for the program. This text will appear under the list of programs when you select the program concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new training program.



- Activate the **Associated training modules** tab.
  Under this tab, the left hand list shows the **Available modules** you can associate with the program and the right hand list shows the program's **Associated modules**.
- Select the program's application and environment using the **Application** list. You cannot include modules from different applications in the same program. If you select a different application while you are creating your program, MEDIA *plus* clears the right hand list of associated modules.
- In the **Available modules** list, select the module(s) you want to associate with your program. When you select a module in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the topics you selected in the left hand list appear in the right hand list of **Associated modules**.
- To view further information on a specific module, select the module concerned and click the **Module details** button under the module list. The selected training module opens and you can consult the list of topics associated with this module, in read-only mode.
- If necessary, you can select one of the **Associated modules** then change the **Time allocated for the selected module**.



*The number of topics associated with the program and the total **Time allocated** appear under the right hand list of **Associated modules**.*

The following constraints apply when you create training programs:
- A training program can contain between 1 and 15 modules.
- A module can last between 1 minute and 25 hours.
- Once you have saved a program, you can no longer change its application.

☞ **Removing one or more modules from a training program:**

- ➤ Under the **Associated training modules** tab for the program concerned, select the modules you want to remove from the right hand list.
- ➤ Click the **Remove** button: the modules you selected disappear from the right hand list and re-appear in the left hand list of **Available modules**.
- ➤ Click the **Remove All** button to remove all the modules from the right hand list, irrespective of any modules that are currently selected in the list.

☞ **Changing the order of the modules in a program:**

*The order of the modules in the **Associated modules** list is the order in which the user will work through them. You may wish to change this order.*

- ➤ Under the **Associated training modules** tab for the program concerned, select the module you want to move up or down in the right hand list.
- ➤ Click the **Move Up** button or the **Move Down** button according to how you want to move the module.

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2 - Modifying a training program

➤ Activate the **Training programs** tab in the **Objects** window.

➤ Select the training program you want to modify and click the **Open** button, or double-click the training program you want to modify.

➤ Make the changes you require.

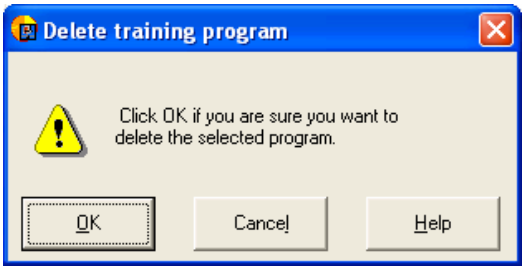
You cannot change a program if the program is provided by Editions ENI or if it is currently associated with a user account (in this case, you must remove the program from the user account before you can change it).

3 - Deleting a training program

➤ Activate the **Training programs** tab in the **Objects** window.

➤ Select the training program(s) you want to delete, or open the training program you want to delete.

➤ Click the **Delete** button.



➤ Confirm that you want to delete the program(s) by clicking **OK**.

You cannot delete a program if the program is provided by ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can delete it).

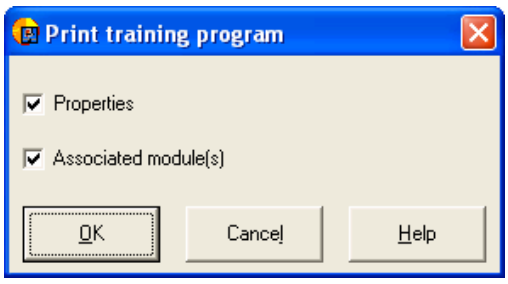
4 - Printing a training program

➤ Activate the **Training programs** tab in the **Objects** window.

➤ Select the training program(s) you want to print, or open the training program you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the training program and/or its **Associated module(s)**.



➤ Click the **OK** button to start printing.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Other ways of creating a training program

You can create a training program by duplicating an existing training program or even by transforming an existing assessment program.

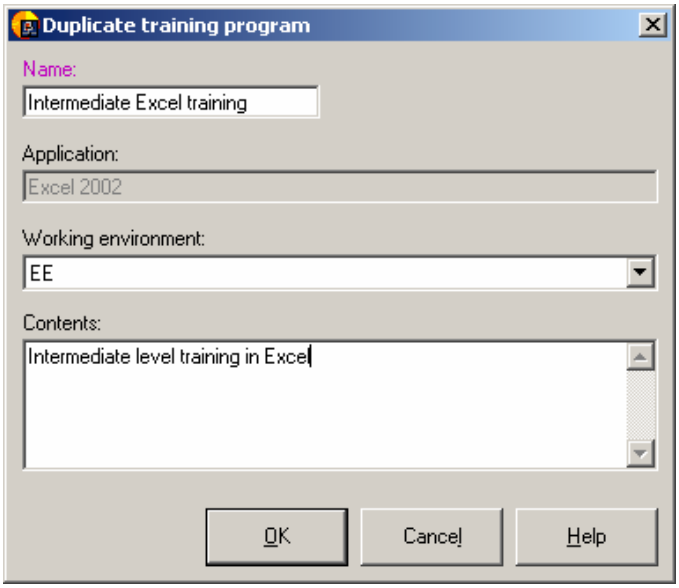
☞ **Creating a training program from an existing training program:**

➤ Activate the **Training programs** tab in the **Objects** window.

➤ Select or open the training program you want to duplicate.

➤ Click the **Copy** button.

➤ Enter the **Name** of your duplicate program and, if necessary, choose a new **Working environment** and enter a new description of its **Contents**.



➤ Confirm the duplication by clicking **OK**.

The duplicated program will contain the same modules as the original program.

☞ **Creating a training program from an existing assessment program:**

➤ Open the **Assessment programs** concerned and select the **Properties** tab.

➤ Click the **New training program** button.

➤ Enter the **Name** of your duplicate program and, if necessary, enter a new description of its **Contents**.

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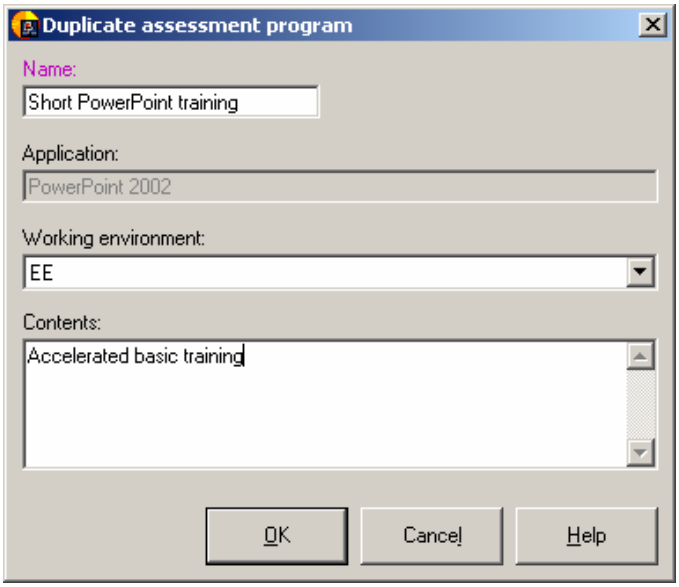
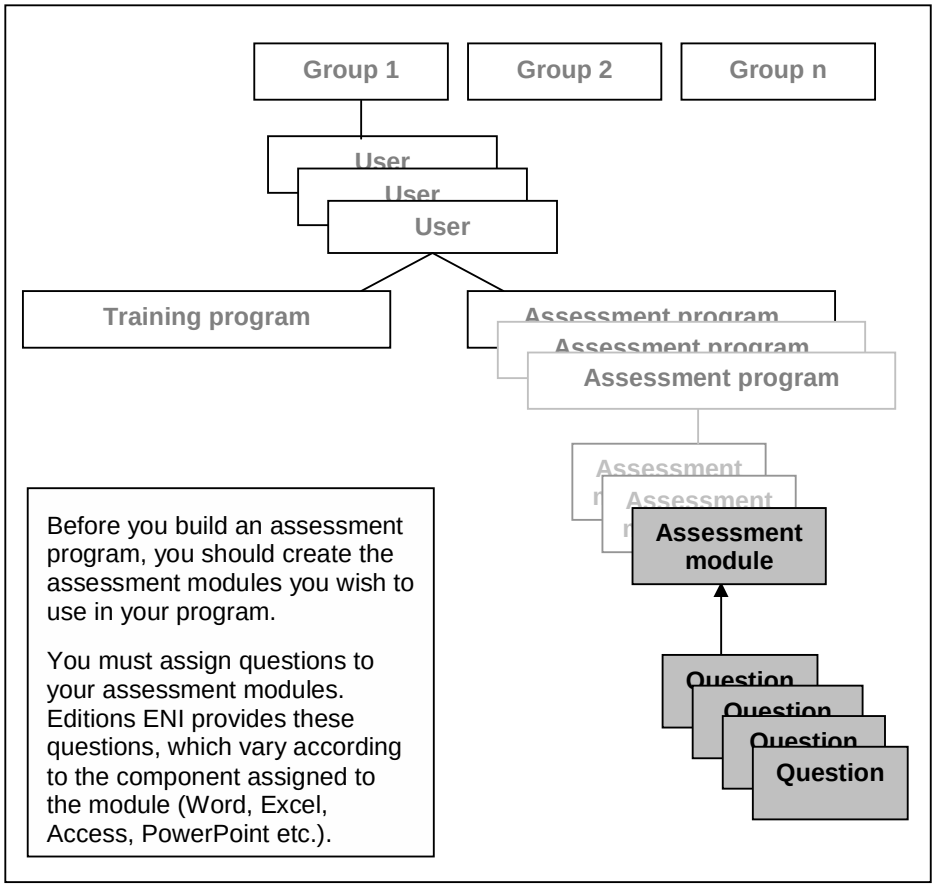


➤ Confirm the duplication by clicking **OK**.

*When you create a training program from an existing assessment program, the training modules you create bear the same names as the original assessment modules, with a number added at the end. Also the word **Training** is added automatically to the end of the name of the training program. You may wish to re-open the new training program and its modules to rename them.*

- Assessment modules -



Before you build an assessment program, you should create the assessment modules you wish to use in your program.

You must assign questions to your assessment modules. Editions ENI provides these questions, which vary according to the component assigned to the module (Word, Excel, Access, PowerPoint etc.).

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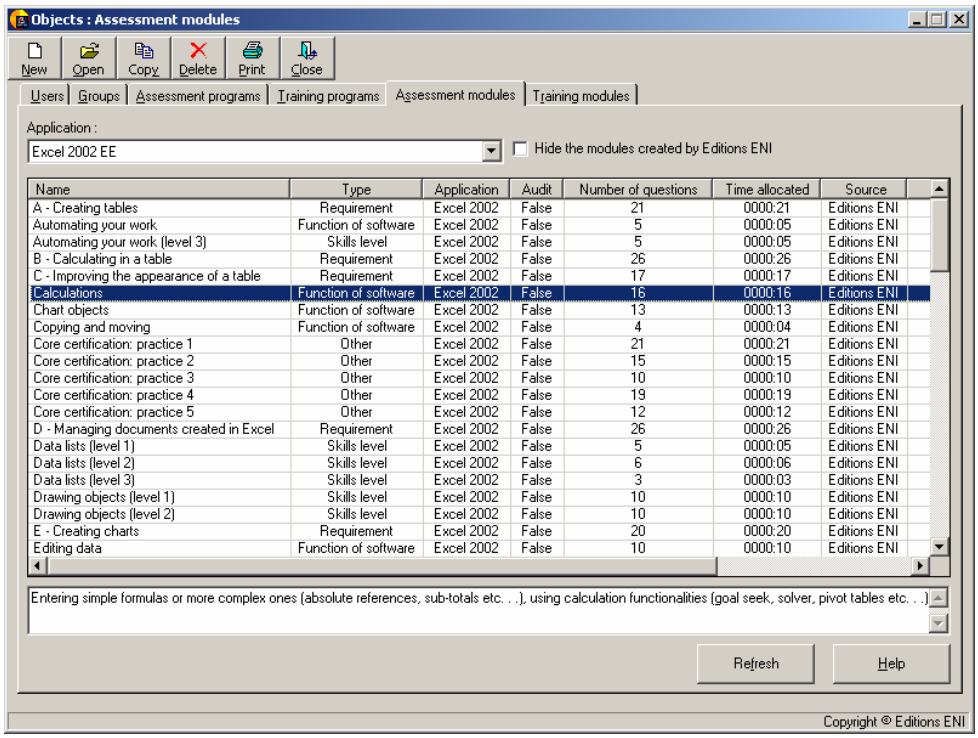
☞ **Accessing the assessment modules:**

➤ In the **Objects** window, select the **Assessment modules** tab.

➤ To view a summary of the contents of an assessment module, select the module concerned: a summary of the module's contents appears beneath the list of modules.


Objects : Assessment modules
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the modules created by Editions ENI
Name | Type | Application | Audit | Number of questions | Time allocated | Source
A - Creating tables | Requirement | Excel 2002 | False | 21 | 0000:21 | Editions ENI
Automating your work | Function of software | Excel 2002 | False | 5 | 0000:05 | Editions ENI
Automating your work (level 3) | Skills level | Excel 2002 | False | 5 | 0000:05 | Editions ENI
B - Calculating in a table | Requirement | Excel 2002 | False | 26 | 0000:26 | Editions ENI
C - Improving the appearance of a table | Requirement | Excel 2002 | False | 17 | 0000:17 | Editions ENI
Calculations | Function of software | Excel 2002 | False | 16 | 0000:16 | Editions ENI
Chart objects | Function of software | Excel 2002 | False | 13 | 0000:13 | Editions ENI
Copying and moving | Function of software | Excel 2002 | False | 4 | 0000:04 | Editions ENI
Core certification: practice 1 | Other | Excel 2002 | False | 21 | 0000:21 | Editions ENI
Core certification: practice 2 | Other | Excel 2002 | False | 15 | 0000:15 | Editions ENI
Core certification: practice 3 | Other | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Core certification: practice 4 | Other | Excel 2002 | False | 19 | 0000:19 | Editions ENI
Core certification: practice 5 | Other | Excel 2002 | False | 12 | 0000:12 | Editions ENI
D - Managing documents created in Excel | Requirement | Excel 2002 | False | 26 | 0000:26 | Editions ENI
Data lists (level 1) | Skills level | Excel 2002 | False | 5 | 0000:05 | Editions ENI
Data lists (level 2) | Skills level | Excel 2002 | False | 6 | 0000:06 | Editions ENI
Data lists (level 3) | Skills level | Excel 2002 | False | 3 | 0000:03 | Editions ENI
Drawing objects (level 1) | Skills level | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Drawing objects (level 2) | Skills level | Excel 2002 | False | 10 | 0000:10 | Editions ENI
E - Creating charts | Requirement | Excel 2002 | False | 20 | 0000:20 | Editions ENI
Editing data | Function of software | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Entering simple formulas or more complex ones (absolute references, sub-totals etc. . .), using calculation functionalities (goal seek, solver, pivot tables etc. . .)
Refresh
Help
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Editions ENI provides a number of assessment modules for each component installed in the database.

1 - Creating an assessment module

*While you are creating your assessment module, remember to click the **Save** button regularly.*

➤ Under the **Assessment modules** tab in the **Objects** window, click the **New** button.

➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour.

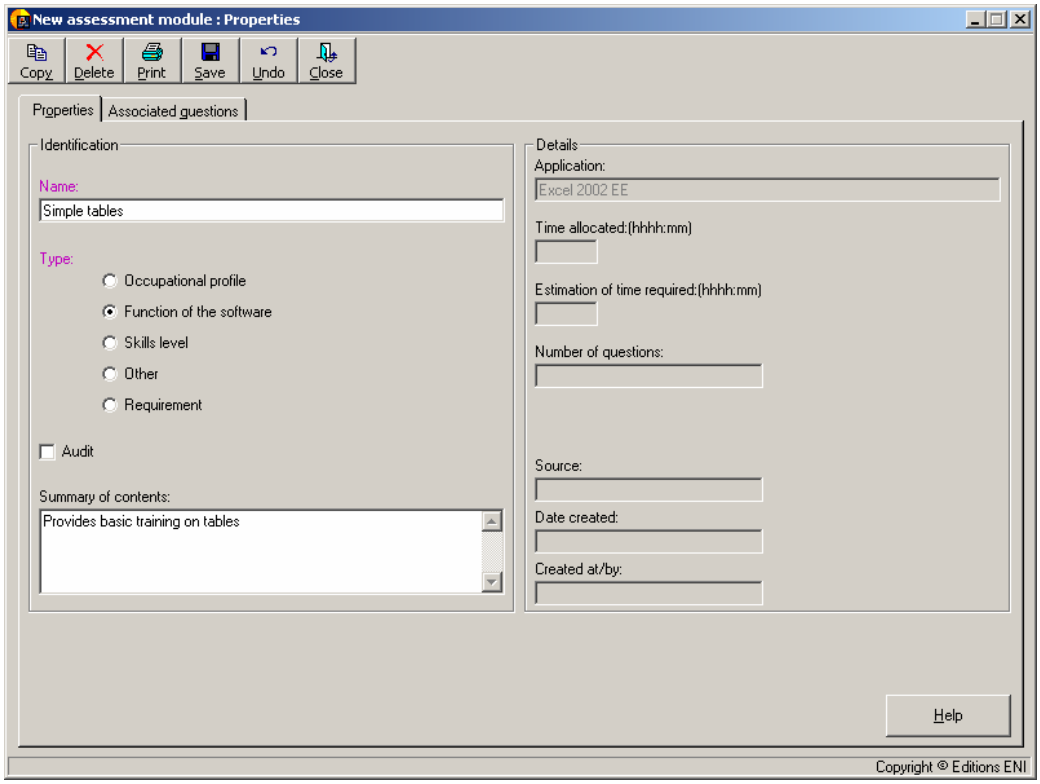
The **Name** of the assessment module can contain letters and/or numbers, but you should avoid using symbols or special characters.

The module **Type** is **Occupational profile** by default. As this type appears as a column in the list of modules, you can sort your list according to this criterion.

Activate the **Audit** option to indicate that the module contains essential questions for rapid assessment. Editions ENI provides two versions of each predefined assessment module: a version in Audit mode and a version in Non-audit mode. In the **Objects** window under the **Assessment modules** tab, the **Audit** column indicates this mode (**True** indicates Audit mode and **False** indicates Non-Audit mode).

You can enter a **Summary of contents** for the module. This text will appear under the list of modules when you select the module concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new assessment module.



➤ Activate the **Associated questions** tab.

Under this tab, the left hand list shows the **Available questions** you can associate with the module and the right hand list shows the module's **Associated questions**.

➤ Select the module's application and environment using the **Application** list. You cannot include questions from different applications in the same module. If you select a different application while you are creating your module, MEDIA *plus* clears the right hand list of associated questions.

You can change the sort order of the **Associated questions** list by clicking the header of the column by which you want to sort (such as **Topic** or **Function of the software**, for example).

➤ In the **Available questions** list, select the question(s) you want to associate with your module. When you select a question in this list, its description appears in the pane underneath the list.

➤ Click the **Add** button: the questions you selected in the left hand list appear in the right hand list of **Associated questions**.

➤ If necessary, you can select one of the **Associated questions** then change the **Time allocated for the selected question**.

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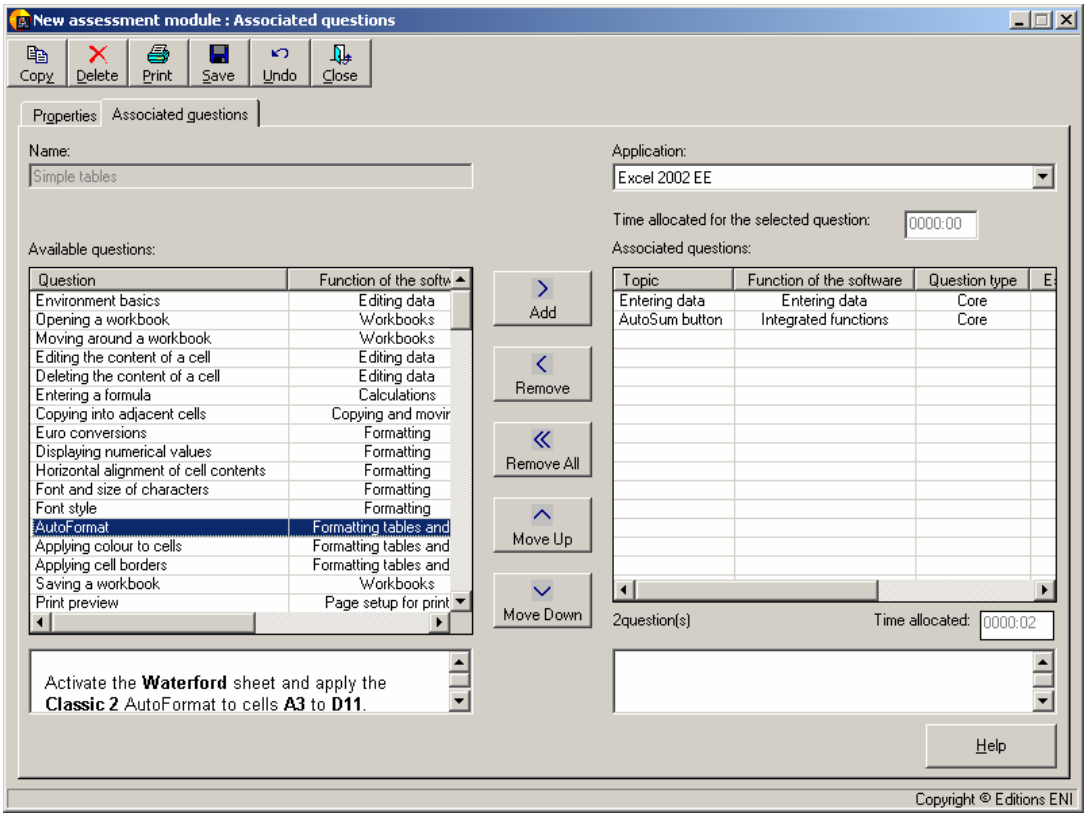


*The number of questions associated with the module and the total **Time allocated** appear under the right hand list of **Associated questions**.*

The following constraints apply when you create modules:
- An assessment module can contain between 1 and 25 questions.
- A question can last between 1 and 60 minutes.
- Once you have saved a module, you can no longer change its application.

☞ **Removing one or more questions from an assessment module:**

- Under the **Associated questions** tab for the module concerned, select the questions you want to remove in the right hand list.
- Click the **Remove** button: the questions you selected disappear from the right hand list and re-appear in the left hand list of **Available questions**.
- Click the **Remove All** button to remove all the questions from the right hand list, irrespective of any questions that are currently selected in this list.

☞ **Changing the order of the questions in a module:**

*The order of the questions in the **Associated questions** list is the order in which the user will work through them. You may wish to change the order.*

- Under the **Associated questions** tab for the module concerned, select the question you want to move up or down in the right hand list.
- Click the **Move Up** button or the **Move Down** button according to where you want the question to appear.

2 - Modifying an assessment module

➤ Activate the **Assessment modules** tab in the **Objects window**.

➤ Select the assessment module you want to modify and click the **Open** button,
or
double-click the assessment module you want to modify.

➤ Make the changes you require.

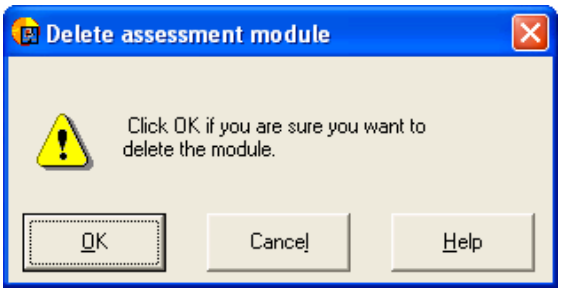
You cannot change a module if the module is provided by ENI or if the module is currently associated with one or more users' program(s) (in this case, you must remove the module from the program before you can change it).

3 - Deleting an assessment module

➤ Activate the **Assessment modules** tab in the **Objects** window.

➤ Select the assessment module(s) you want to delete, or open the assessment module you want to delete.

➤ Click the **Delete** button.



➤ Confirm that you want to delete the module(s) by clicking **OK**.

You cannot delete a module if the module is provided by Editions ENI or if the module is currently associated with one or more users' program(s) (in this case, you must remove the module from the program before you can delete it).

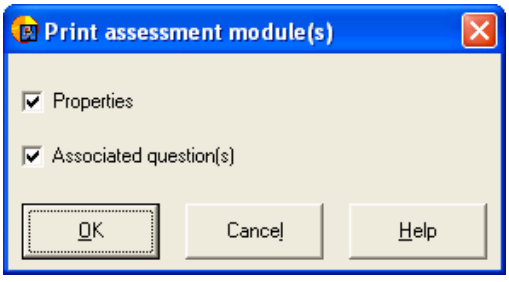
4 - Printing an assessment module

➤ Activate the **Assessment modules** tab in the **Objects** window.

➤ Select the assessment module(s) you want to print, or open the assessment module you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the assessment module and/or its **Associated question(s)**.



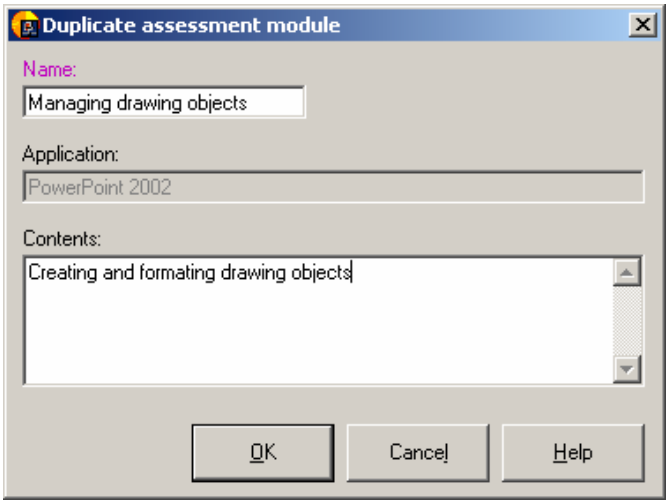
➤ Click the **OK** button to start printing.

© Editions ENI

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Duplicating an assessment module

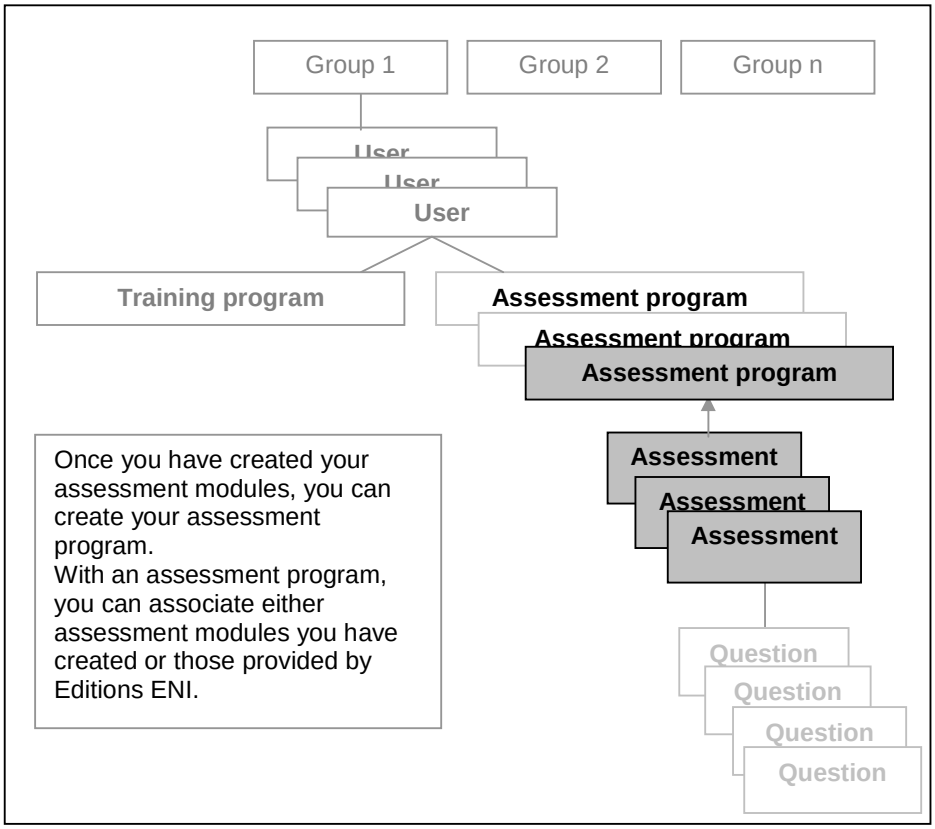
- Activate the **Assessment modules** tab in the **Objects** window.
- Select or open the assessment module you want to duplicate.
- Click the **Copy** button.
- Enter the **Name** of your duplicate module and, if necessary, enter a description of its **Contents**.



- Confirm the duplication by clicking **OK**.

The duplicated module contains the same questions as the original module.

– Assessment programs –



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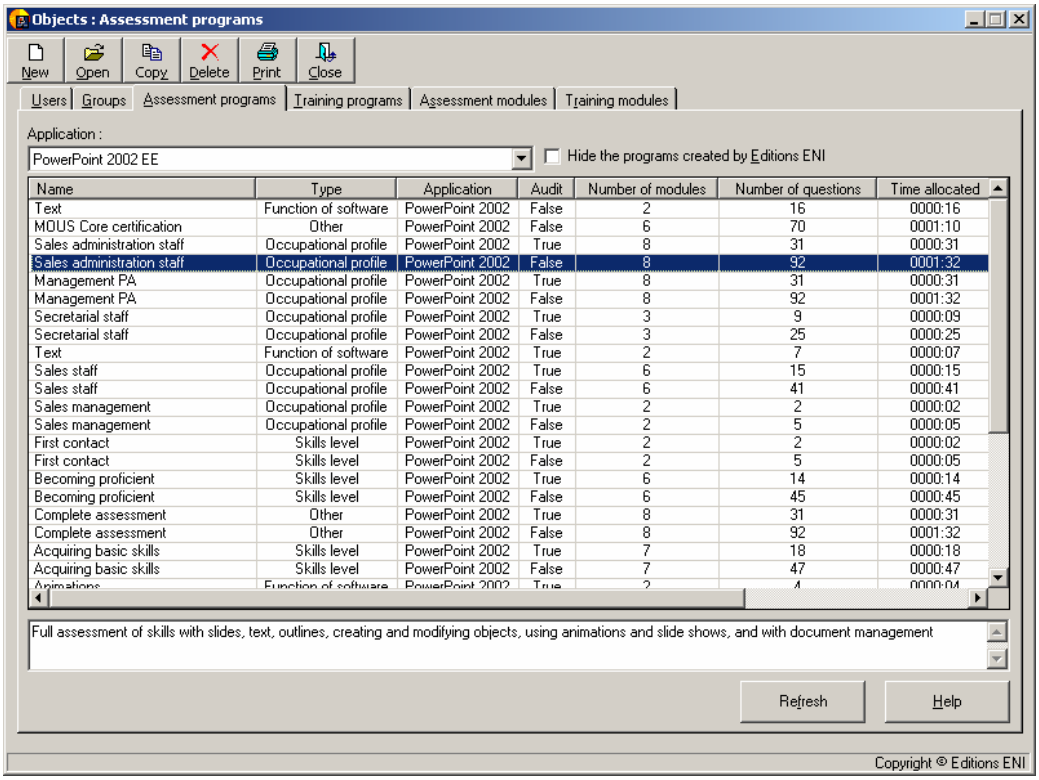
☞ **Accessing the assessment programs:**

➤ In the **Objects** window, select the **Assessment programs** tab.

➤ To view a summary of the contents of an assessment program, select the program concerned: a summary of the program's contents appears beneath the list of programs.


Objects : Assessment programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
PowerPoint 2002 EE
Hide the programs created by Editions ENI
Name
Type
Application
Audit
Number of modules
Number of questions
Time allocated
Text Function of software PowerPoint 2002 False 2 16 0000:16
MOUS Core certification Other PowerPoint 2002 False 6 70 0001:10
Sales administration staff Occupational profile PowerPoint 2002 True 8 31 0000:31
Sales administration staff Occupational profile PowerPoint 2002 False 8 92 0001:32
Management PA Occupational profile PowerPoint 2002 True 8 31 0000:31
Management PA Occupational profile PowerPoint 2002 False 8 92 0001:32
Secretarial staff Occupational profile PowerPoint 2002 True 3 9 0000:09
Secretarial staff Occupational profile PowerPoint 2002 False 3 25 0000:25
Text Function of software PowerPoint 2002 True 2 7 0000:07
Sales staff Occupational profile PowerPoint 2002 True 6 15 0000:15
Sales staff Occupational profile PowerPoint 2002 False 6 41 0000:41
Sales management Occupational profile PowerPoint 2002 True 2 2 0000:02
Sales management Occupational profile PowerPoint 2002 False 2 5 0000:05
First contact Skills level PowerPoint 2002 True 2 2 0000:02
First contact Skills level PowerPoint 2002 False 2 5 0000:05
Becoming proficient Skills level PowerPoint 2002 True 6 14 0000:14
Becoming proficient Skills level PowerPoint 2002 False 6 45 0000:45
Complete assessment Other PowerPoint 2002 True 8 31 0000:31
Complete assessment Other PowerPoint 2002 False 8 92 0001:32
Acquiring basic skills Skills level PowerPoint 2002 True 7 18 0000:18
Acquiring basic skills Skills level PowerPoint 2002 False 7 47 0000:47
Full assessment of skills with slides, text, outlines, creating and modifying objects, using animations and slide shows, and with document management
Refresh
Help
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*For each component installed in the database, Editions ENI provides a number of assessment programs, including a program called **Complete assessment**. This program contains all the assessment questions for the component.*

1 - Creating an assessment program

*While you are creating your assessment program, remember to click the **Save** button regularly.*

➤ Under the **Assessment programs** tab in the **Objects** window, click the **New** button.

➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour.

The **Name** of the assessment program can contain letters and/or numbers, but you should avoid using symbols or special characters. This is a required field.

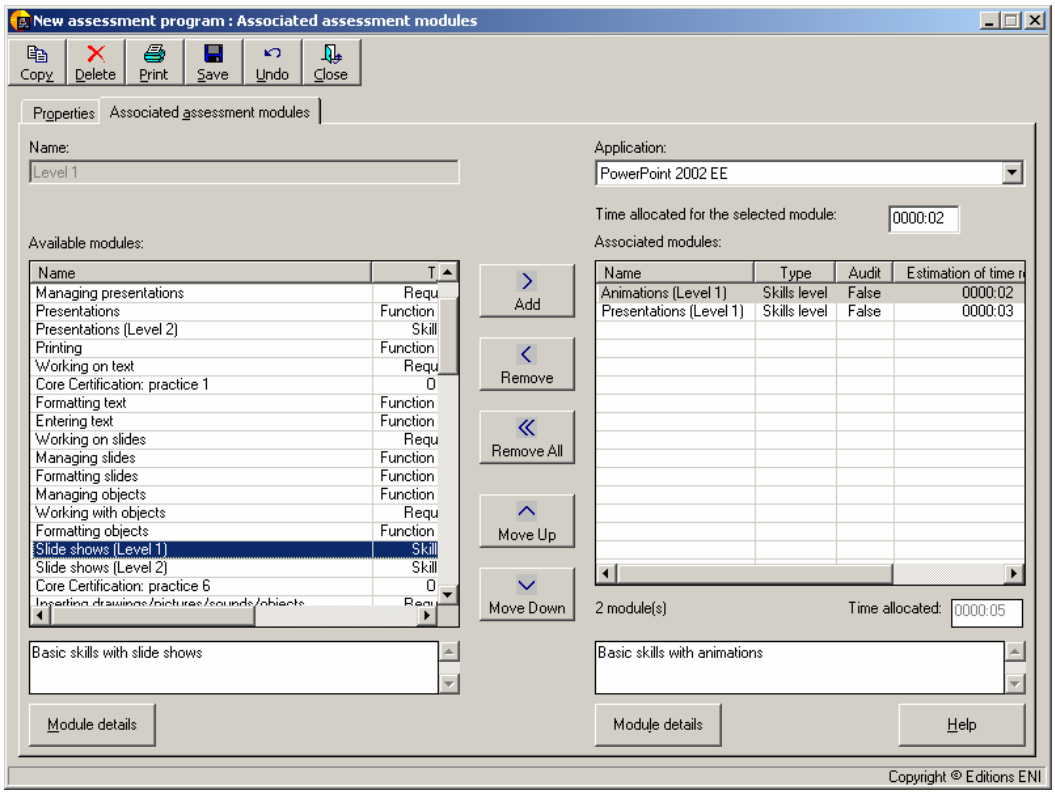
The program **Type** is **Occupational profile** by default. As this type appears as a column in the list of programs, you can sort your list according to this criterion.

Activate the **Audit** option to indicate that the program contains Audit type modules (these modules contain essential questions for rapid assessment). Editions ENI provides two versions of most predefined assessment programs: a version in Audit mode and a version in Non-audit mode. In the **Objects** window under the **Assessment programs** tab the **Audit** column indicates this mode (**True** indicates Audit mode and **False** indicates Non-Audit mode).

You can enter a **Summary of contents** for the program. This text will appear under the list of programs when you select the program concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new assessment program.

- Activate the **Associated assessment modules** tab. Under this tab, the left hand list shows the **Available modules** you can associate with the program and the right hand list shows the program's **Associated modules**.
- Select the program's application and environment using the **Application** list. You cannot include modules from different applications in the same program. If you select a different application while you are creating your program, MEDIA *plus* clears the right hand list of associated modules.
- In the **Available modules** list, select the module(s) you want to associate with your program. When you select a module in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the questions you selected in the left hand list appear in the right hand list of **Associated modules**.
- To view further information on a specific module, select the module concerned and click the **Module details** button under the module list. The selected assessment module opens and you can consult the list of questions associated with this module, in read-only mode.
- If necessary, you can select one of the **Associated modules** then change the **Time allocated for the selected module**.



*The number of questions associated with the program and the total **Time allocated** appear under the right hand list of **Associated modules**.*

The following constraints apply when you create assessment programs:
- An assessment program can contain between 1 and 15 modules.
- A module can last between 1 and 25 minutes.
- Once you have saved a program, you can no longer change its application.

☞ **To remove one or more modules from an assessment program:**

- Under the **Associated modules** tab for the program concerned, select the modules you want to remove from the right hand list.

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- Click the **Remove** button: the modules you selected disappear from the right hand list and re-appear in the left hand list of **Available modules**.
- Click the **Remove All** button to remove all the modules from the right hand list, irrespective of any modules that are currently selected in this list.

☞ **Changing the order of the modules in a program:**

*The order of the modules in the **Associated modules** list is the order in which the user will work through them. You may wish to change this order.*

- Under the **Associated assessment modules** tab for the program concerned, select the module you want to move up or down in the right hand list.
- Click the **Move Up** button or the **Move Down** button according to how you want to move the module.

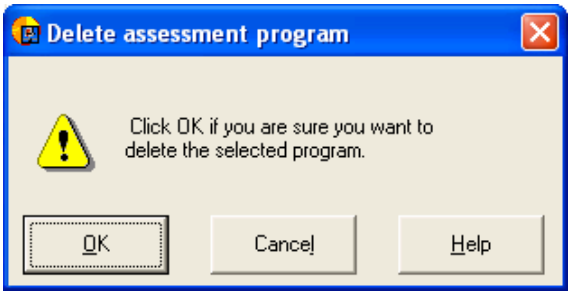
2 - Modifying an assessment program

- Activate the **Assessment programs** tab in the **Objects** window.
- Select the assessment program you want to modify and click the **Open** button, or double-click the assessment program you want to modify.
- Make the changes you require.

You cannot change a program if the program is provided by Editions ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can change it).

3 - Deleting an assessment program

- Activate the **Assessment programs** tab in the **Objects** window.
- Select the assessment program(s) you want to delete, or open the assessment program you want to delete.
- Click the **Delete** button.



- Confirm that you want to delete the program(s) by clicking **OK**.

You cannot delete a program if the program is provided by Editions ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can delete it).

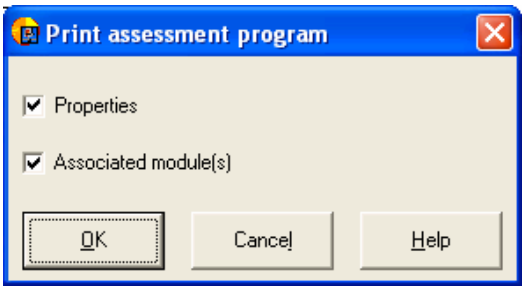
4 - Printing an assessment program

➤ Activate the **Assessment programs** tab in the **Objects** window.

➤ Select the assessment program(s) you want to print, or open the assessment program you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the assessment program and/or its **Associated module(s)**.



➤ Click the **OK** button to start printing.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Other ways of creating an assessment program

You can create an assessment program by duplicating an existing assessment program, by transforming an existing assessment program.

☞ **Creating an assessment program from an existing assessment program:**

➤ Activate the **Assessment programs** tab in the **Objects** window.

➤ Select the assessment program you want to duplicate, or open the assessment pro-gram you want to duplicate.

➤ Click the **Copy** button.

➤ Enter the **Name** of your duplicate program and, if necessary, choose a new **Working environment** and enter a new description of its **Contents**.

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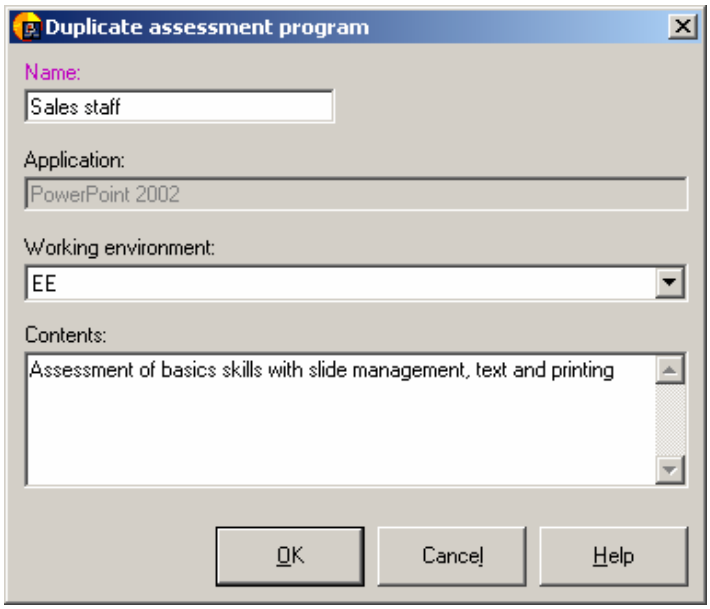


➤ Confirm the duplication by clicking **OK**.

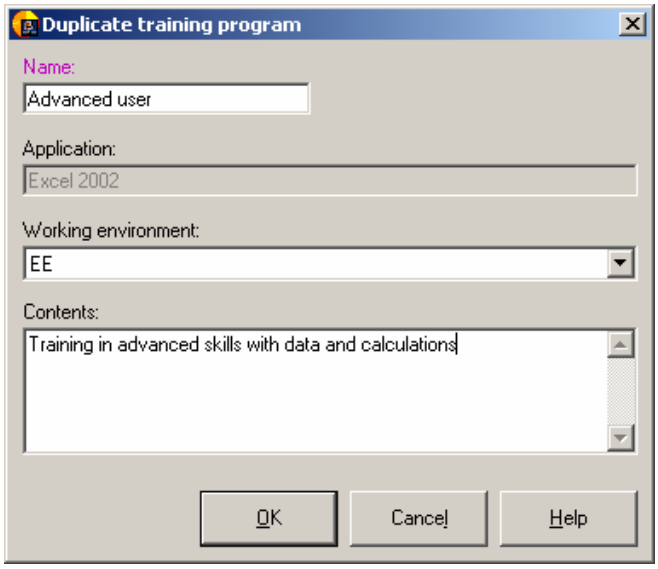
The duplicated program will contain the same modules as the original program.

☞ **Creating an assessment program from an existing training program:**

➤ Open the **Training program** concerned and select the **Properties** tab.

➤ Click the **New assessment program** button.

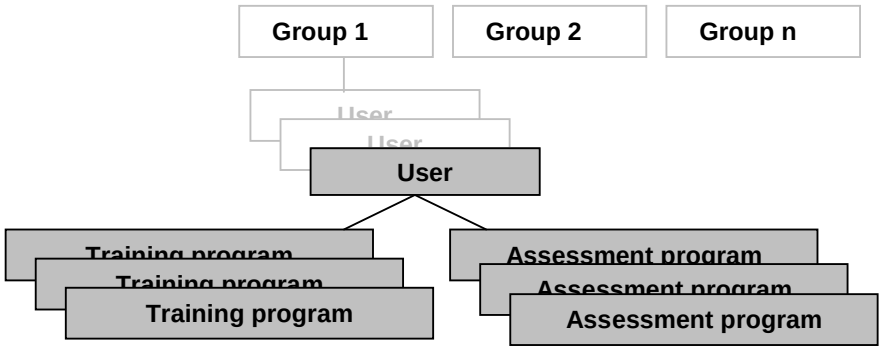
➤ Enter the **Name** of your duplicate program and, if necessary, enter a new description of its **Contents**.



➤ Confirm the duplication by clicking **OK**.

*When you create an assessment program from an existing training program, the assessment modules you create carry the same name as the original training modules, with a number added at the end. Also the word **Assessment** is added automatically to the end of the name of the assessment program. You may wish to re-open the new program and its modules to rename them.*

- Users -



You can associate the different assessment and/or training programs with user accounts.
A user account can be considered as a person with specific properties and programs or as a member of a group with common properties and/or programs. The "Groups" chapter of this user manual covers this second case.

☞ **Accessing user accounts:**

- ➤ Go into the **Objects** window.
- ➤ Select the **Users** tab.
- ➤ To view any comment associated with a user, select the user concerned: any associated comments appear under the user list.

*Important note: by default, the MEDIA plus administration does not display all the users, but only the members of the first user group. To display all the users, select **All** in the **Groups** list.*

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1 - Creating a user account

The section dealing with the advanced features of MEDIA plus administration describes how you can create your own user account when you log on for the first time. This section describes the different steps of creating a user account in the administration application.

➤ In the **Objects** window, select the **Users** tab.

➤ Click the **New** button.

➤ Under the **Properties** tab, fill in the different text boxes.

The **Title**, the **Surname**, the **First name** and the **Identification code** are required.

The **Password** is not compulsory.

You can fill in the **Time for assessment** and the **Time for training** as numbers of hours. This information appears in certain reports on the results.

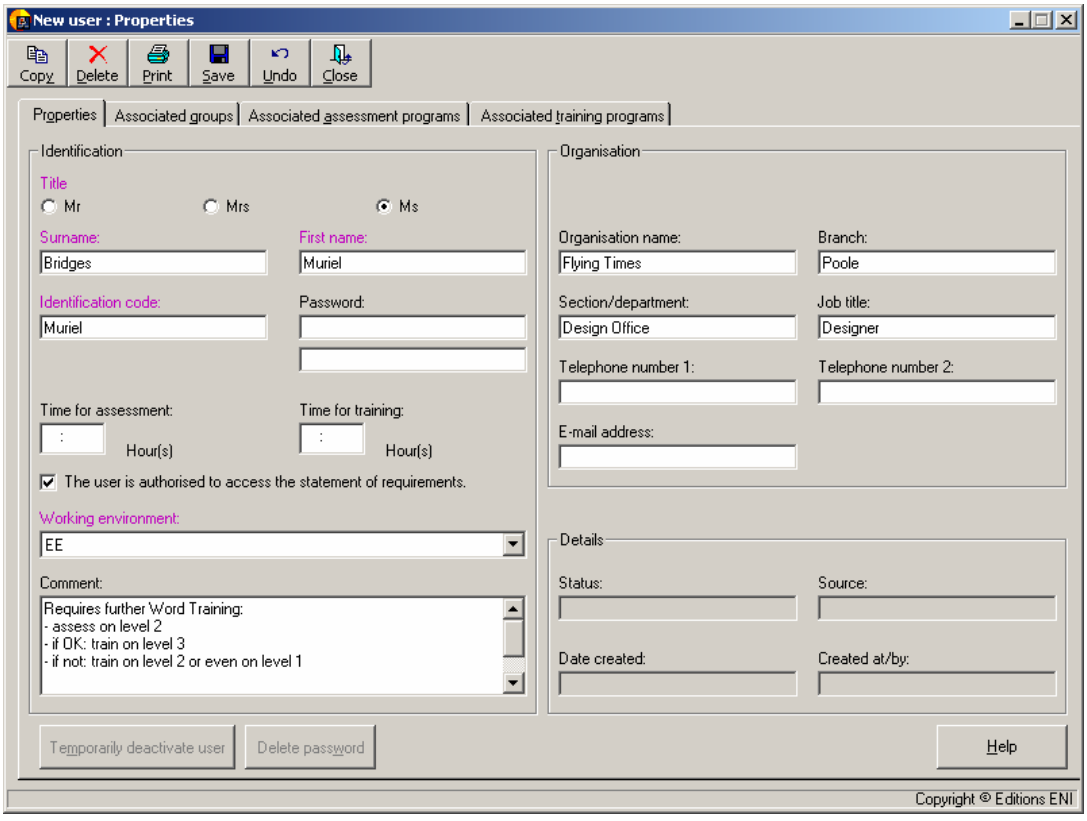
Activate **The user is authorised to access the statement of requirements** option if the user must be able to create his/her own training or assessment program when he/she logs on for the first time.

In the **Working environment** list, specify the type of components the user can access when he/she creates modules and programs. For example, with an **EE** working environment (English-language versions of both MEDIA *plus* and the application the user is learning) a user will not be able to access programs associated with components in languages other than English.

Any text you enter in the **Comment** box will appear when you print the user's properties.

You can supply further details, if you wish, in the **Organisation** frame. You can use this information to sort the user list.

The MEDIA *plus* system automatically fills in the information in the **Details** frame when you save your new user account.

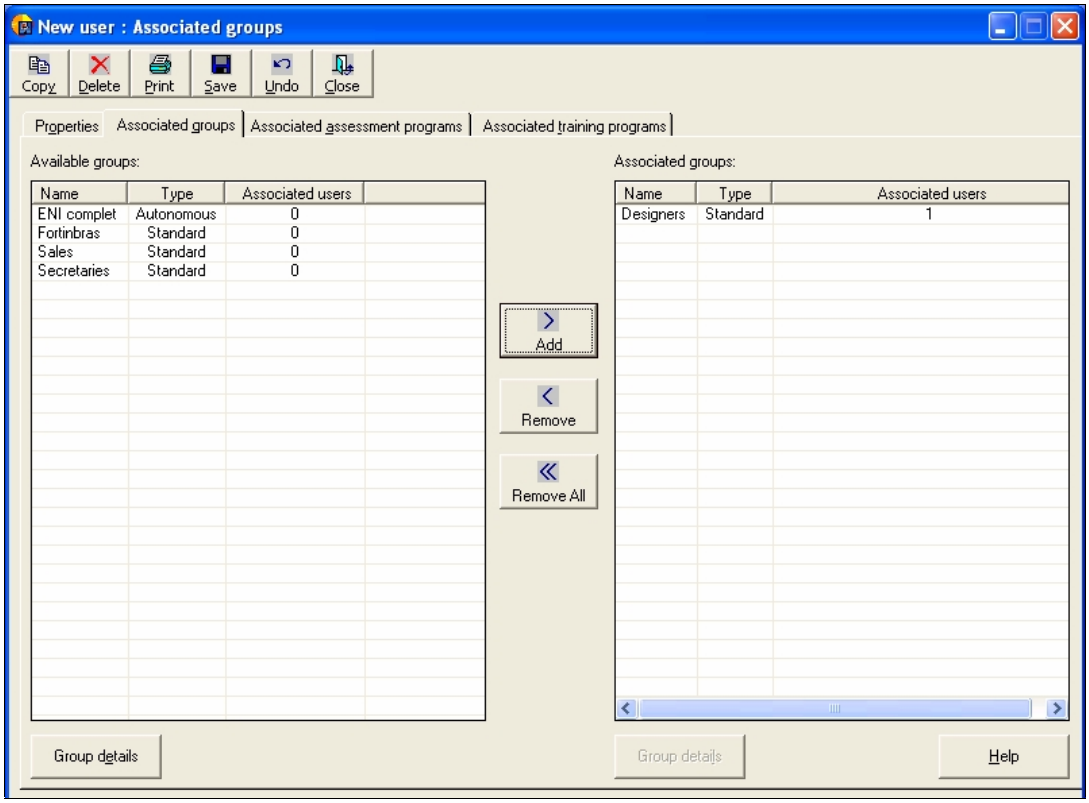


☞ **Associating a user with one or more groups:**

➤ Select the **Associated groups** tab.

➤ In the left hand list, select the group(s) to which the user must belong.

➤ Click the **Add** button. The newly associated groups disappear from the left hand list and appear in the right hand list.



☞ **Associating a training program with a user:**

➤ Select the **Associated training programs** tab.

➤ Activate the check box for each training program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the user appear under the program list along with the **Time for training** property.

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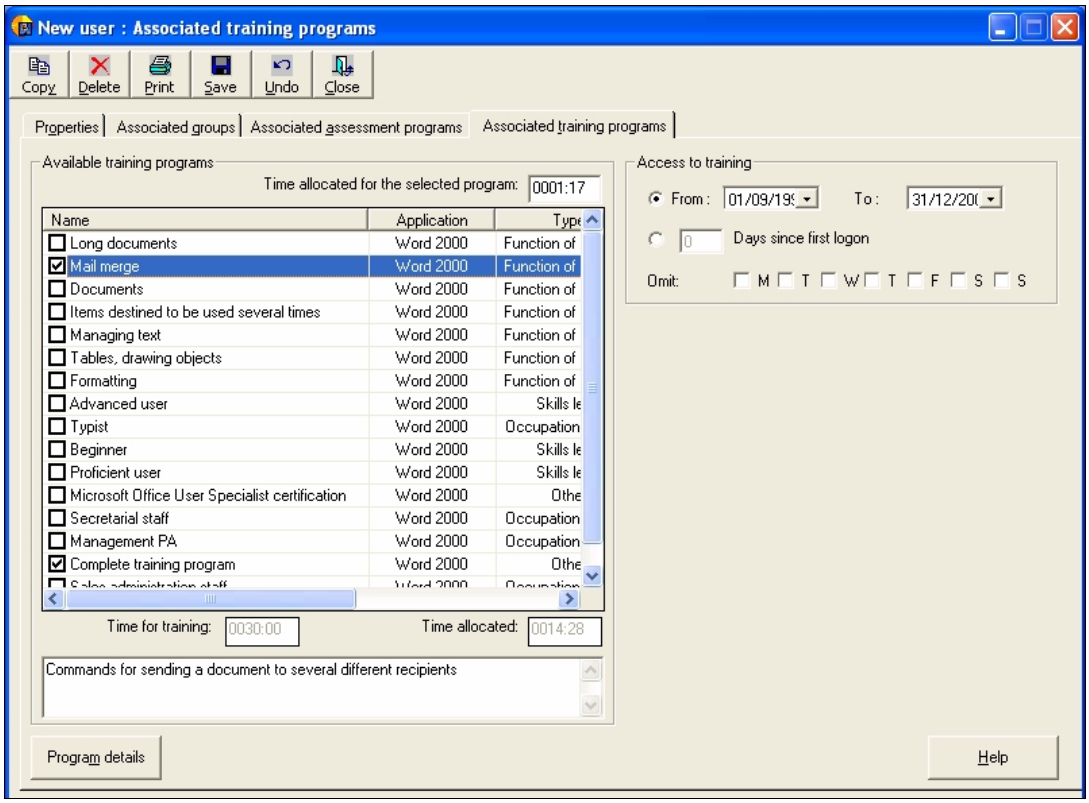
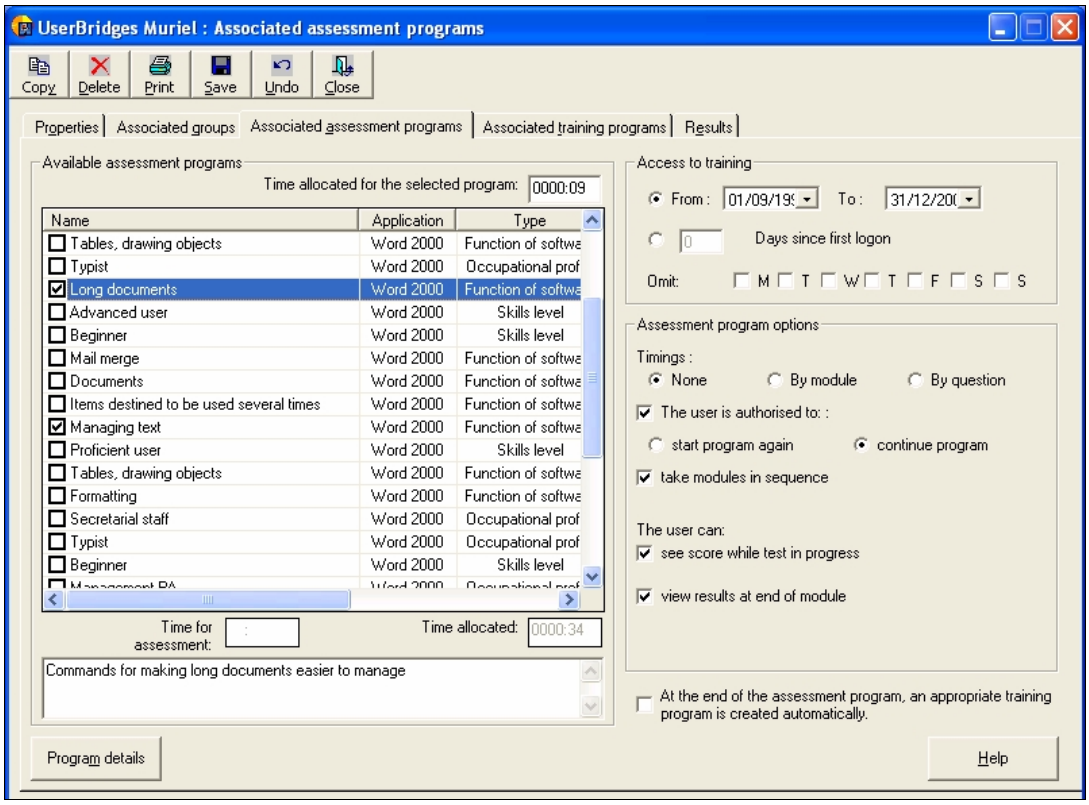

New user : Associated training programs
Copy
Delete
Print
Save
Undo
Close
Properties
Associated groups
Associated assessment programs
Associated training programs
Available training programs
Time allocated for the selected program: 0001:17
Name
Application
Type
Long documents Word 2000 Function of
Mail merge Word 2000 Function of
Documents Word 2000 Function of
Items destined to be used several times Word 2000 Function of
Managing text Word 2000 Function of
Tables, drawing objects Word 2000 Function of
Formatting Word 2000 Function of
Advanced user Word 2000 Skills le
Typist Word 2000 Occupation
Beginner Word 2000 Skills le
Proficient user Word 2000 Skills le
Microsoft Office User Specialist certification Word 2000 Othe
Secretarial staff Word 2000 Occupation
Management PA Word 2000 Occupation
Complete training program Word 2000 Othe
Time for training: 0030:00
Time allocated: 0014:28
Commands for sending a document to several different recipients
Program details
Access to training
From : 01/09/19
To : 31/12/20
Days since first logon
Omit: M T W T F S S
Help

- You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.
- For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
  Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

☞ **Associating an assessment program with a user:**

- Select the **Associated assessment programs** tab.
- Activate the check box for each assessment program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the user appears under the program list along with the **Time for assessment** property.
  You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.


UserBridges Muriel : Associated assessment programs
Copy
Delete
Print
Save
Undo
Close
Properties
Associated groups
Associated assessment programs
Associated training programs
Results
Available assessment programs
Time allocated for the selected program: 0000:09
Name
Application
Type
Tables, drawing objects Word 2000 Function of softwa
Typist Word 2000 Occupational prof
Long documents Word 2000 Function of softwa
Advanced user Word 2000 Skills level
Beginner Word 2000 Skills level
Mail merge Word 2000 Function of softwa
Documents Word 2000 Function of softwa
Items destined to be used several times Word 2000 Function of softwa
Managing text Word 2000 Function of softwa
Proficient user Word 2000 Skills level
Tables, drawing objects Word 2000 Function of softwa
Formatting Word 2000 Function of softwa
Secretarial staff Word 2000 Occupational prof
Typist Word 2000 Occupational prof
Beginner Word 2000 Skills level
Time for assessment:
Time allocated: 0000:34
Commands for making long documents easier to manage
Access to training
From : 01/09/19
To : 31/12/20
Days since first logon
Omit: M T W T F S S
Assessment program options
Timings :
None
By module
By question
The user is authorised to: :
start program again
continue program
take modules in sequence
The user can:
see score while test in progress
view results at end of module
At the end of the assessment program, an appropriate training program is created automatically.
Program details
Help

- For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
  Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.
- If necessary, change the **Assessment program options** for the currently selected program:
  You can specify the **Timings** of the program **By module** or **By question**. With these options, the duration for each module or for each question is taken into account during the assessment and MEDIA *plus* will interrupt the user if he/she exceeds this duration.
  You can authorise the user to **start program again** from the beginning or to **con-tinue program** from where the user left off.
  You can stipulate that the user must **take modules in sequence**.
  You can specify whether or not the user will be able to **see score while the test is in progress**. In this case the number of correct answers appears on the navigation bar when the user moves from one question to the next.
  You can specify whether or not the user will be able to **view results at end of module**. With this option active, the user will not have access to the **Results** button during his/her work session.
- If necessary, activate the option **At the end of the assessment program, an apropriate training program is created automatically**. With this option active, the training program you create contains exactly the same modules as the assessment program. On the other hand, topics to which the user has answered correctly appear in a different colour and the user cannot access training topics directly during the standard sequence of training topics.

*If you do not activate the option **At the end of the assessment program, an apropriate training program is created automatically**, you can create this training program from the **User results** window (using the **Create training program** button).*

With an Internet/intranet version of the MEDIA *plus* system, this option is not available.

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*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

2 - Modifying a user account

- In the **Objects** window, select the **Users** tab.
- Select the user account you want to modify then click the **Open** button or double-click the user account. Carry out the changes you require.
  You cannot modify a user account when the user is logged on. In this case, the user account information appears in read-only mode.
  If the user has started a program, you can no longer change the user's last name, first name or identification code.
  If you enter a password, it appears as asterisks in this box. The administrator cannot change a user's password, but he/she can delete it using the **Delete password** button.

*The **Temporary deactivate user** button temporarily prevents the user from logging on. To reactivate the user, reclick this button. When you leave the MEDIA plus administration you automatically reactivate any users you deactivated. This button does not appear in the Internet/intranet version of MEDIA plus.*

3 - Deleting a user account

- In the **Objects** window, select the **Users** tab.
- Select the user account(s) you want to delete or open the user account you want to delete.
- Click the **Delete** button.

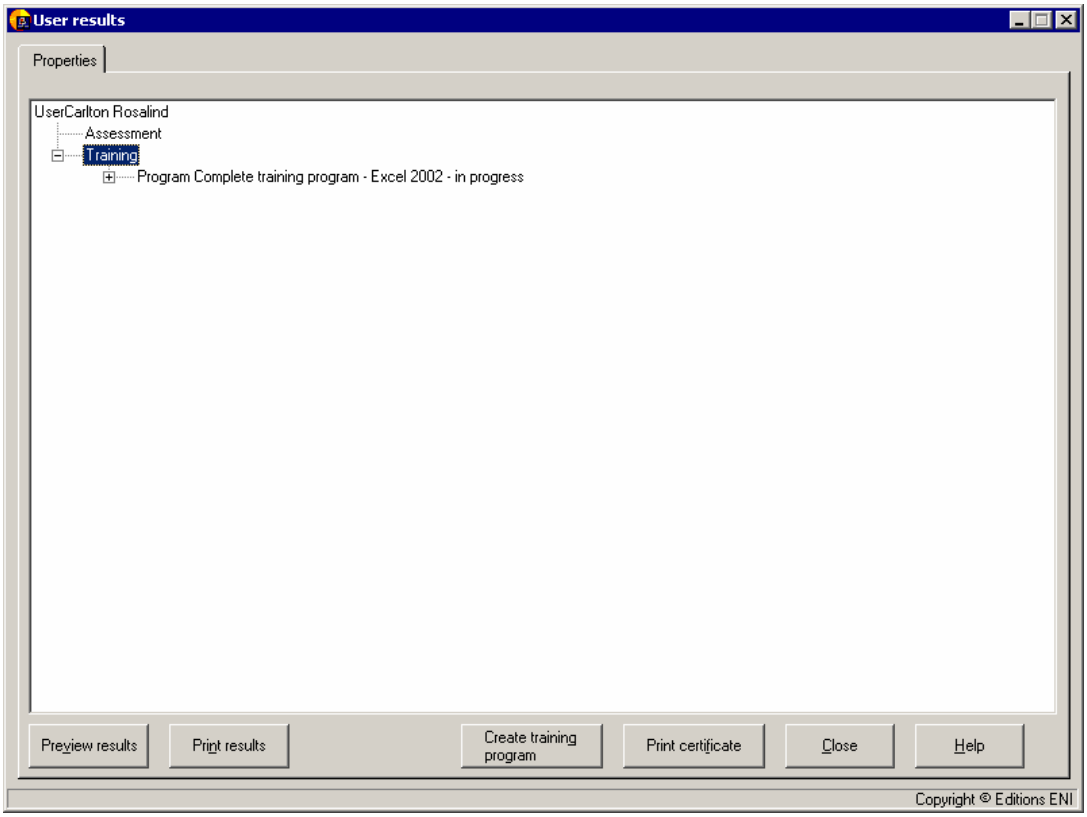
- Click **OK** to confirm.

When you delete a user account you delete the user's results as well.

4 - Managing user results

☞ **Viewing a user's results:**

- In the **Objects** window, select the **Users** tab.
- Select the user whose results you want to view then click the **Results** button or open the user's account and select the **Results** tab.
- Click the + sign(s) as necessary to view the hierarchy.



*You can use the results of an assessment program to generate a training program adapted to the user's needs. To do this, select a completed assessment program then click the **Create training program** button.*

☞ **Printing a user's results:**

- Select the results item you want to print: the **User**, the complete **Assessment**, the complete **Training**, a specific program or a specific module.
- To preview the results, click the **Preview results** button.
  To print the results, click the **Print results** button.

☞ **Printing a training certificate:**

- Select the results item for which you need a training certificate: the user, the complete **Training** or a specific training program.
- Click the **Print certificate** button.

5 - Duplicating a user account

- In the **Objects** window, select the **Users** tab.
- Select or open the user account you want to duplicate.
- Click the **Copy** button.
- Enter the **Last name**, the **First name**, the **Identification number** and optionally, a **Comment** for the new user.
- In the **Also duplicate** frame, specify the objects you want to associate with the new user.

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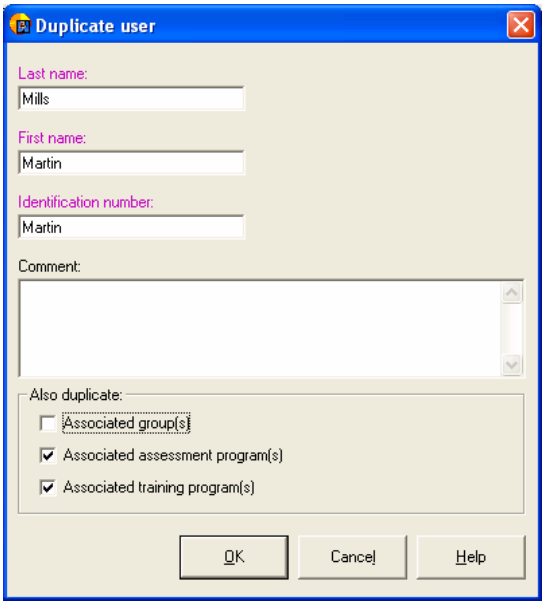
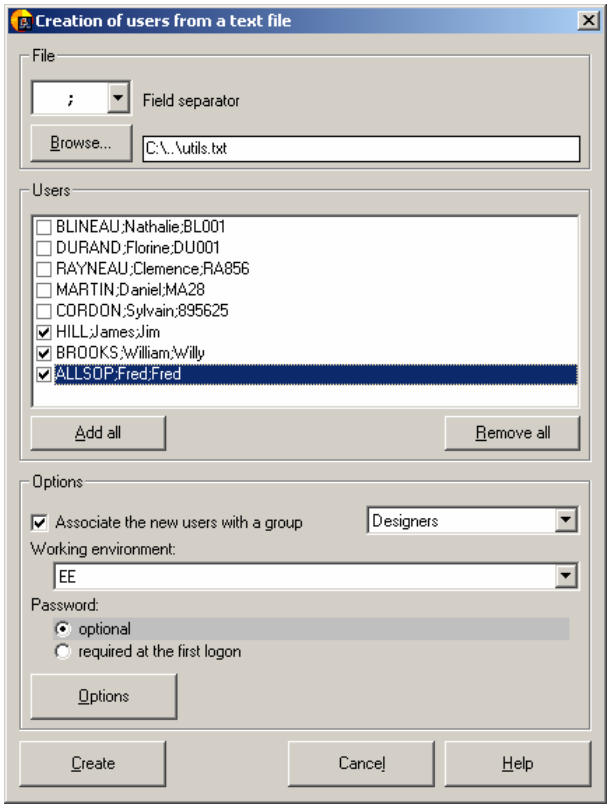


When you duplicate a user account you duplicate all its properties except any password it may have.

6 - Creating a user account from a text file

First you must prepare a file in txt format containing, on separate lines, the last name, the first name and the identification code of each user account you want to create. You must separate the different fields using tabs, semi-colons(;), or back-slashes (\). The file should have one user per line and must not contain any blank lines.
If you want to include these users in a group when you create them, check that the group already exists.

- In the **Objects** window, select the **Users** tab.
- Click the **Create from a text file** button.
- Open the **Field separator** list and select the separator you used in your text file.
- Click the **Browse** button and select the name of your text file.
- Click the **Open** button. If your file is correct, all the users it contains appear in the **Users** frame.
- To add a user, click its check box or click the **Add all** button to add all the users.
- Click the **Associate the new users with a group** option and choose the group concerned from the drop-down list.
- Choose the **Working environment** for these users.
- Specify if the **Password** must be **optional** or **required at the first logon**. If you choose this second option the user concerned will be prompted to create his/her password when he/she logs on for the first time (although this password may be blank if the general administration options permit that: cf. p 70 - Setting the general administration options).



- Click the **Options** button to specify common characteristics for the selected users (such as assessment and training times and organisation details).
- Click the **Create** button then click **OK** when MEDIA *plus* has finished creating the users.

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- Groups -

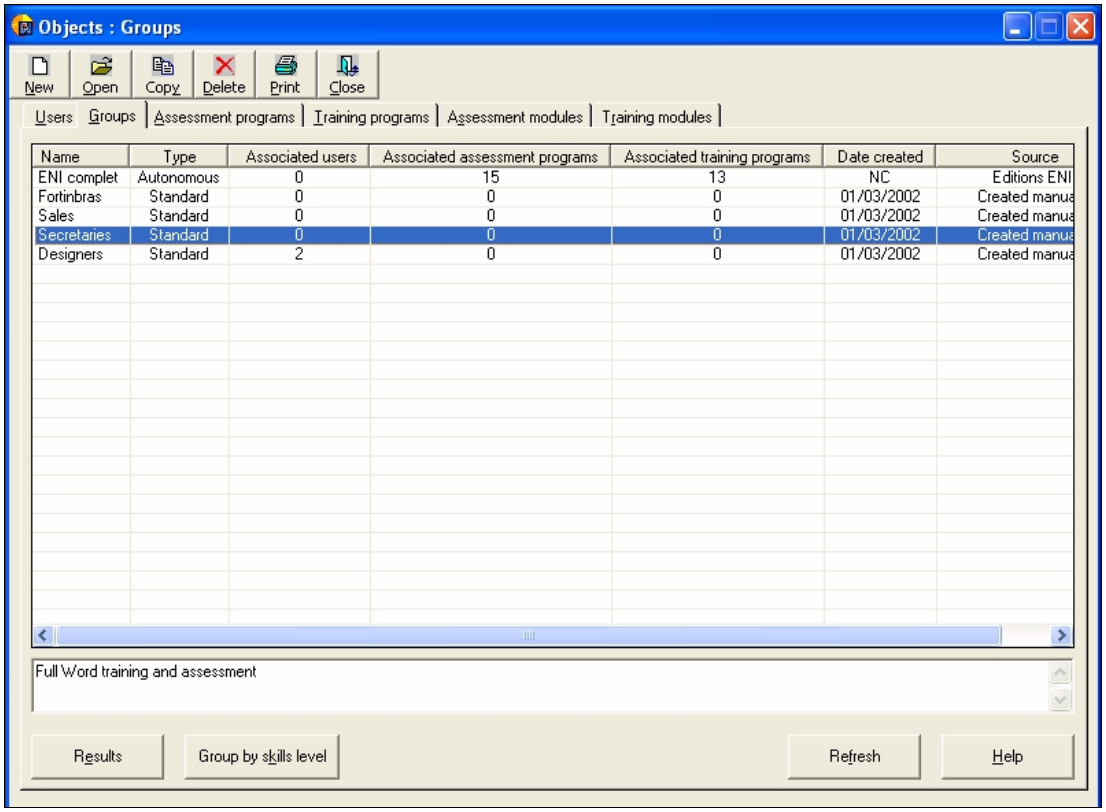
A group can contain a number of users. Grouping users together can ensure that they follow the same programs, although you can group users whether they have the same programs or not.

☞ **Accessing groups:**

➤ Go into the **Objects** window.

➤ Select the **Groups** tab.

➤ To view any comment associated with a group, select the group. If a comment is associated with the group it appears underneath the group list.



1 - Creating a group

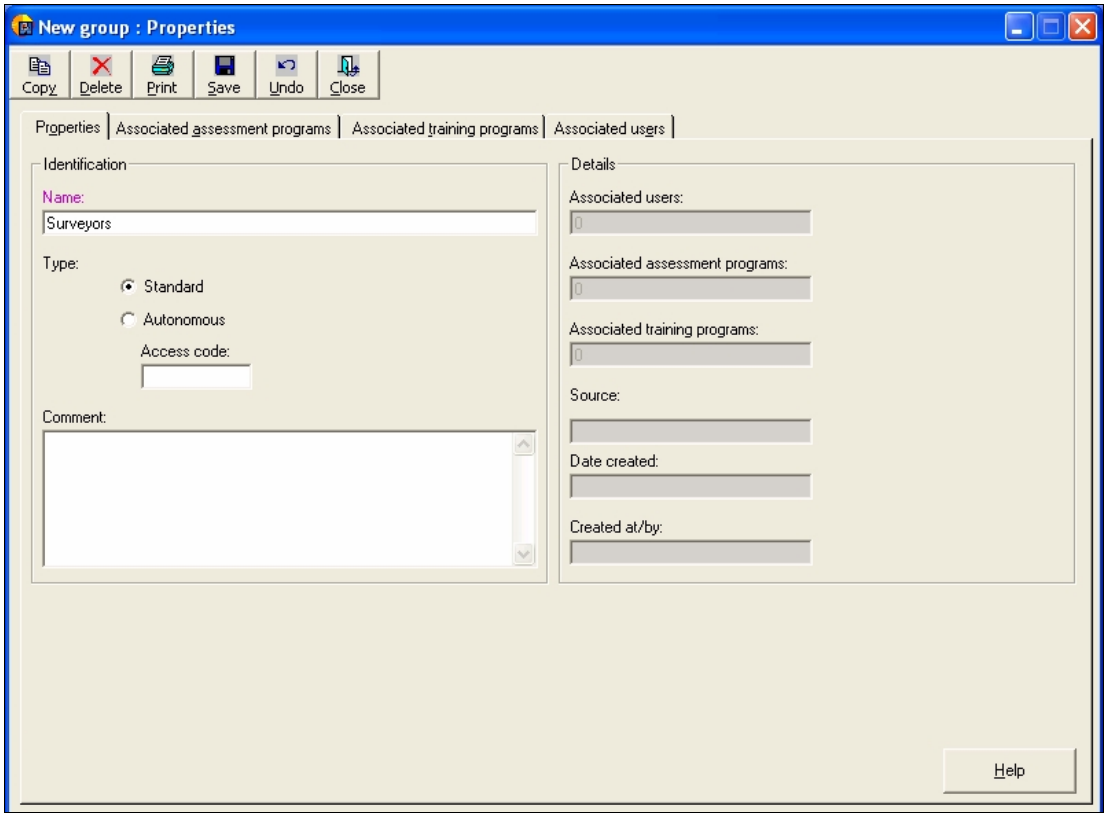
➤ In the **Objects** window, activate the **Groups** tab.

➤ Click the **New** button.

➤ Leave the **Properties** tab active and fill in the different boxes.
The group **Name** is required (avoid using symbols or special characters).
Specify the group **Type** as **Standard** or **Autonomous**.
With an **Autonomous** group you must associate an **Access code**. A user who logs on for the first time and knows this code, can use it to associate his/her account with this group and use the programs defined for it.

The **Autonomous** type is not available for the Internet/intranet version of MEDIA *plus*.

The MEDIA *plus* system provides the information in the **Details** frame when you save your new group.



Associating existing users with a group:

➤ Select the **Associated users** tab.

➤ In the left hand list, select the user(s) you want to add to the group then click **Add**.
You can select any of the users in this left hand list and consult the **User details**.
You can use the **Modify common properties** button to update items common to all the users in the group.

Removing users from a group:

➤ In the right hand list, select the user(s) you want to remove from the group.

➤ Click the **Remove** button.

➤ To remove all the users from a group, click the **Remove all** button.

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2 - Associating a program with a group

☞ **Associating a training program with a group:**

➤ Select the **Associated training programs** tab.

➤ Activate the check box for each training program you want to associate with the group. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the group appears under the program list.

➤ You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.

➤ For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
For whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

In Internet/intranet versions of the MEDIA *plus* system, these

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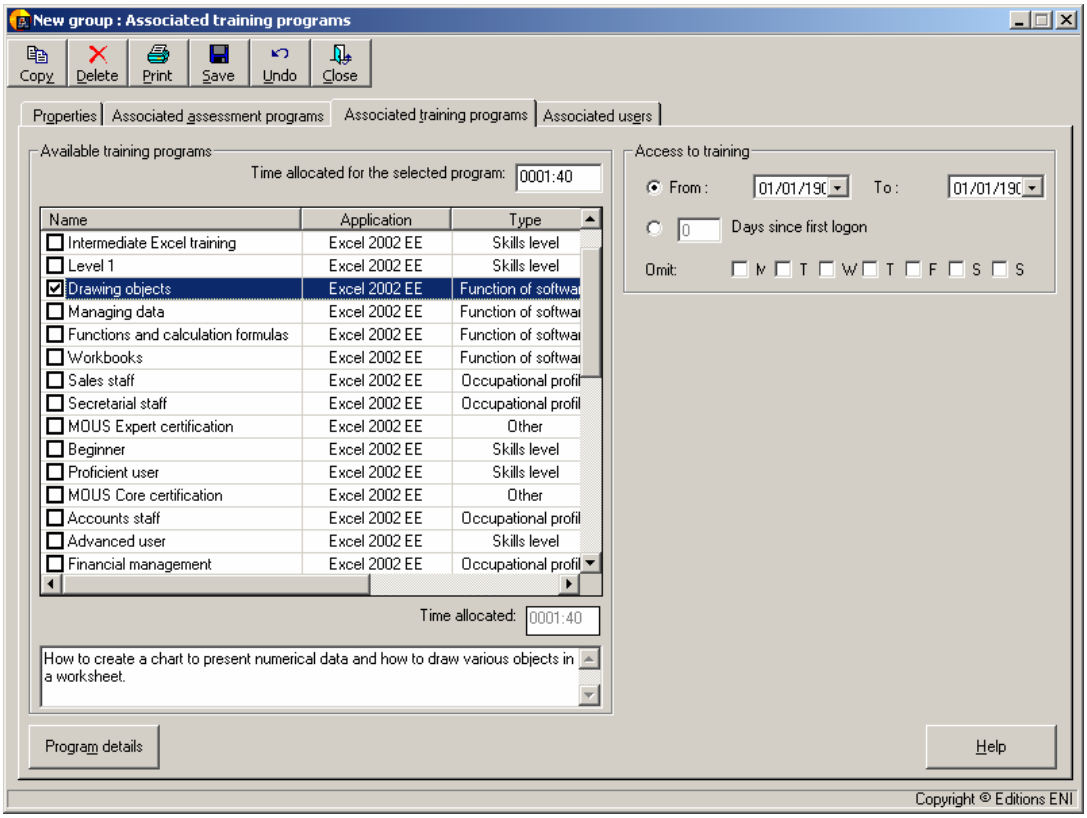
*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools - Options** command in the opening **MEDIA plus Administration** window.*



*If one of the users in the group does not have the same options to access a specific program, activate the **Associated users** tab, select the **Associated user** concerned then click the **Training program** button. Select the training program concerned and change the **Access to training** options as necessary.*

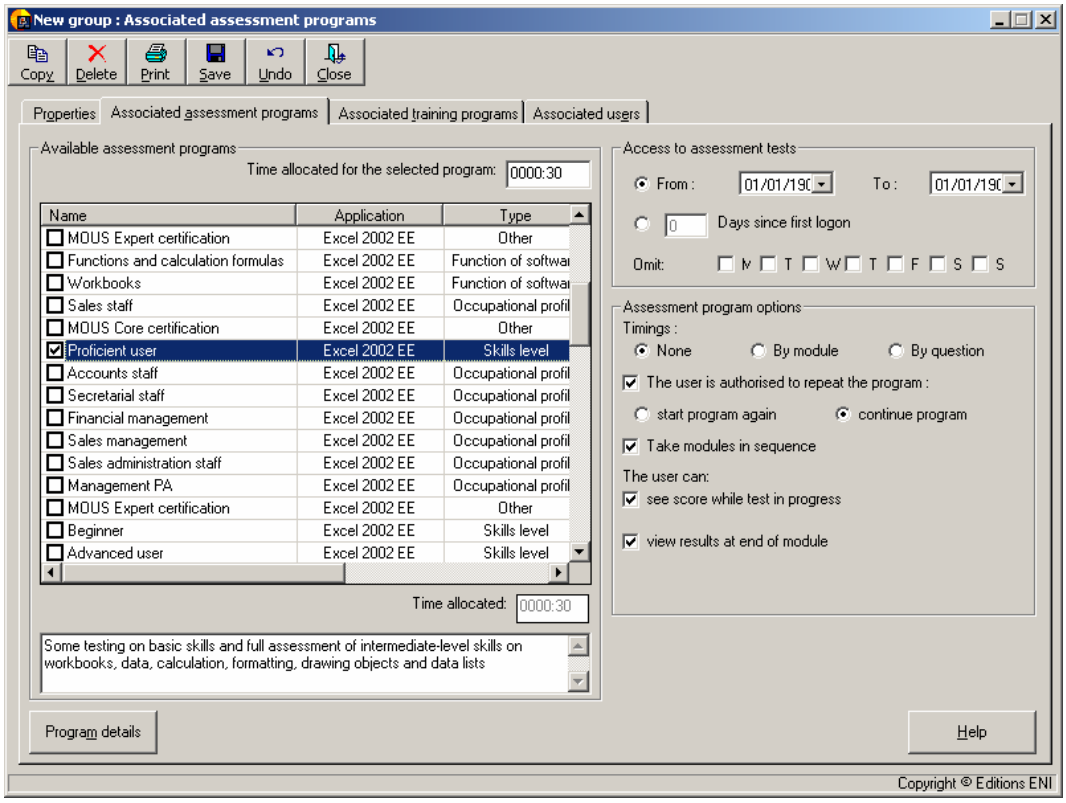
☞ **Associating an assessment program with a group:**

➤ Select the **Associated assessment programs** tab.

➤ Activate the check box for each assessment program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view

further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the group appears under the program list.

➢ You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.



➢ For each program you select, you can modify the **Access to assessment tests** options.
You can specify the time interval during which the assessment must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

➢ If necessary, change the **Assessment program options** for the currently selected program.
You can specify the **Timings** of the program **By module** or **By question**. With these options, the duration for each module or for each question is taken into account during the assessment and MEDIA *plus* will interrupt the user if he/she exceeds this duration.
You can authorise the user to **start program again** from the beginning or to **continue program** from where the user left off.
You can stipulate that the user must **Take modules in sequence**.
You can specify whether or not the user will be able to **see score while the test is in progress**. In this case the number of correct answers appears on the navigation bar when the user moves from one question to the next.
You can specify whether or not the user will be able to **view results at end of module**. With this option active, the user will not have access to the **Results** button during his/her work session.

*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

*If one of the users in the group does not have the same options to access a specific program, activate the **Associated users** tab, select the **Associated user** concerned then click the **Assessment program** button. Select the assessment program concerned and change the **Access to assessment tests** options as necessary.*

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3 - Modifying a group

➤ In the **Objects** window, select the **Groups** tab.

➤ Select the group you want to change and click the **Open** button or double-click the group you want to change.

➤ Make the necessary changes.

You cannot modify a group if one of the members of the group is currently logged on or if the group is provided by ENI.

4 - Deleting a group

➤ In the **Objects** window, select the **Groups** tab.

➤ Select or open the group you want to delete.

➤ Click the **Delete** button.
When you delete a group you can also delete all its associated users by activating the **Also delete all associated users** check box in the **Delete group(s)** dialog box.

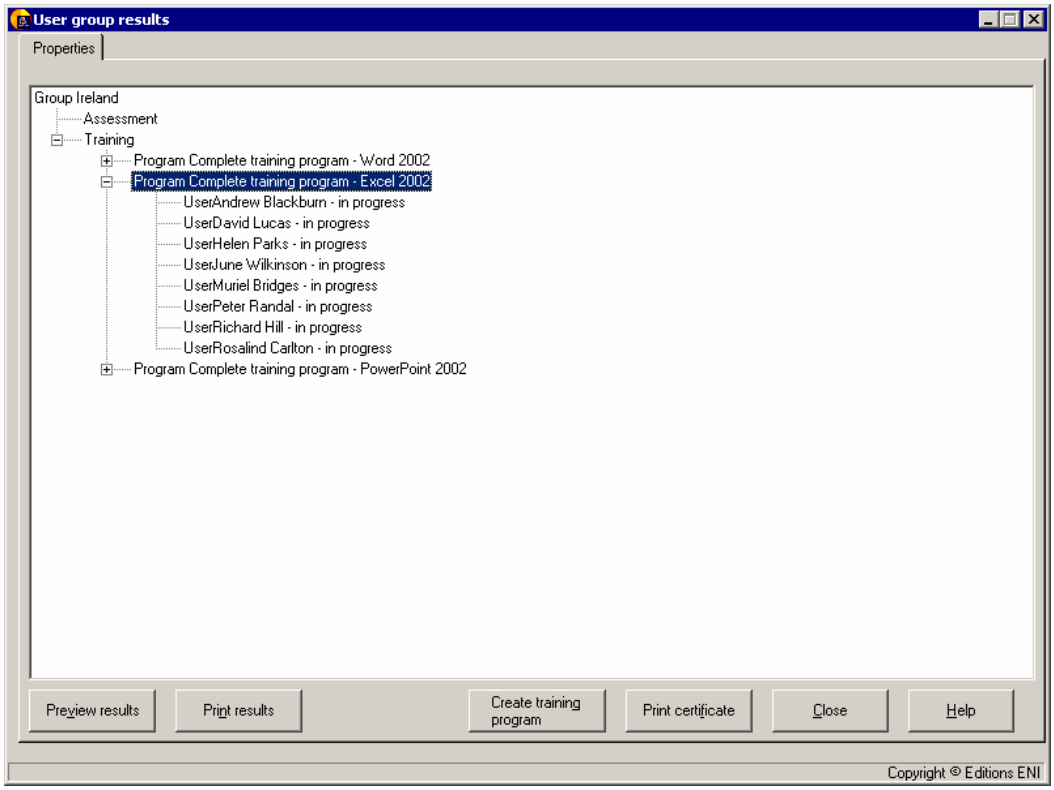
➤ Click **OK** to confirm.

5 - Managing group results

☞ **Viewing a group's results:**

➤ In the **Objects** window, select the **Groups** tab.

➤ Select the group(s) whose results you want to view then click the **Results** button or open the user's account and select the **Results** tab.



➤ Click the + sign(s) as necessary to view the hierarchy.

☞ **Printing a group's results:**

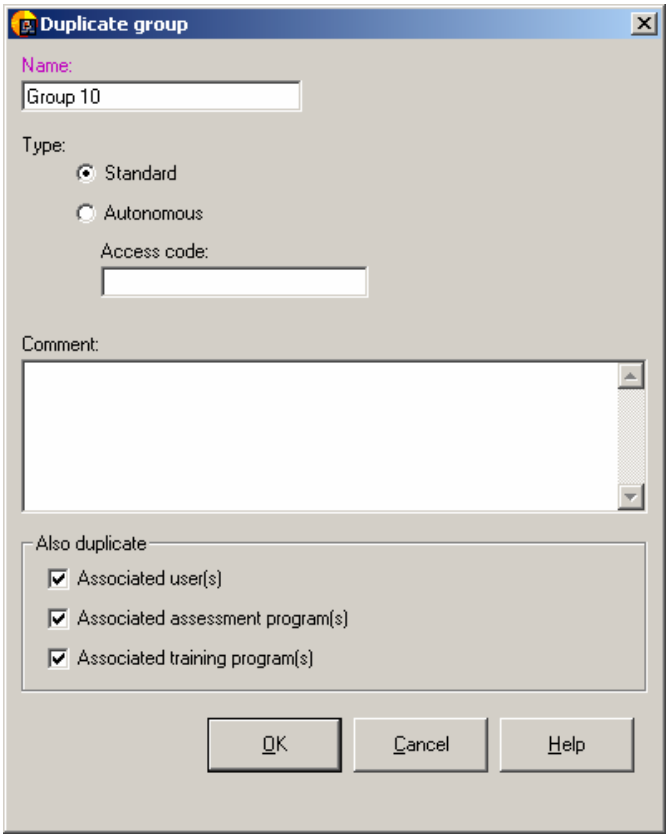
- Select the results item you want to print: the **Group**, the complete **Assessment**, the complete **Training**, a specific program or a specific module.
- To preview the results, click the **Preview results** button.
  To print the results, click the **Print results** button.

☞ **Printing a training certificate:**

- Select the results item for which you need a training certificate: the **Group**, the complete **Training** or a specific training program.
- Click the **Print certificate** button.

6 - Duplicating a group

- In the **Objects** window, select the **Groups** tab.
- Select or open the group you want to duplicate.
- Click the **Copy** button.
- Enter the **Name**, the **Type** and, if necessary, the **Access code** for the new group.
- In the **Also duplicate** frame, deactivate any objects you do not want to associate with the new group.



When you duplicate a group you duplicate all its properties except for any comments it may have.

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7 - Creating groups by skill levels

You can use this feature to create a group on a specific skill level after an assessment on a given program.

➤ Select the **Groups** tab.

➤ Click the **Group by skills level** button.

➤ Click the **Set criteria** button.

➤ Open the **Application** list and select the application concerned.

➤ Open the **Assessment results to analyse** then select the program concerned.

➤ If necessary, indicate the time interval during which users finished this program.

➤ Enter the **Number of groups** you want to create.

➤ Click the **Apply the criteria** button.

☞ **Changing the grouping criteria:**

➤ Click the **Set criteria** button to define a first grouping.

➤ Click the header of the column that must be used as a main grouping criterion and place this column just to the right of the **Users** column.

➤ In this way, organise the columns according to their relative importance in the grouping.

➤ Click the **Apply the criteria** button.

☞ **Changing a group user:**

➤ Select the user who must change group.

➤ Click the **Next group** button or the **Previous group** button, as required.

☞ **Associating a user with a group:**

➤ In the **Group name** column, double-click the screen object inviting you to choose the group.

➤ Select the required group from the list or enter the name of a new group then click **OK.**

- Tools and Extras -

*You can access **Tools** and **Extras** from the general administration window.*

1 - Preventing users from logging on during an administration session

➤ **Tools – Prevent access to the server**

➤ Activate the **Prevent users from logging on to the server for the rest of this administration session** check box.

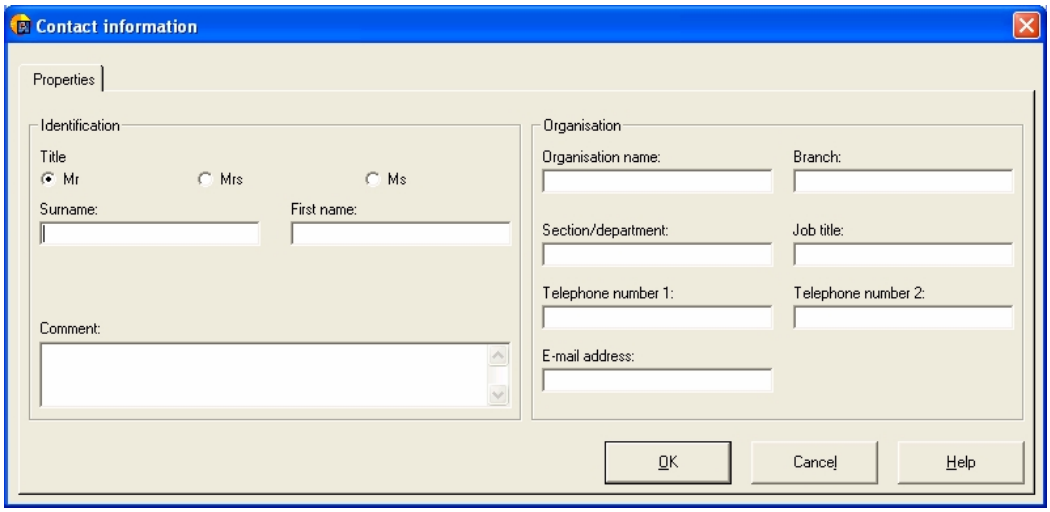
➤ To allow user connections again, deactivate this option.

When you exit the MEDIA plus administration, users can log on once again.

In the Internet/intranet version of MEDIA *plus*, this option is not available.

2 - Filling in contact information

➤ **Tools – Contact information**



➤ Fill in whatever information you require.

➤ To write a comment over several lines, use the shortcut key to make a line break.

In the Internet/intranet version of MEDIA *plus*, this option is not available.

3 - Creating administrator accounts

An administrator is a person who is authorized to access the administration program.

Several administrators can start the administration program at any one time. However, only the first one to connect will have access to the menus and options for creating, modifying or deleting the different database objects.

To create an administrator account (with or without a password):

➤ **Tools – Administrator accounts**

➤ Click the **Create** button.

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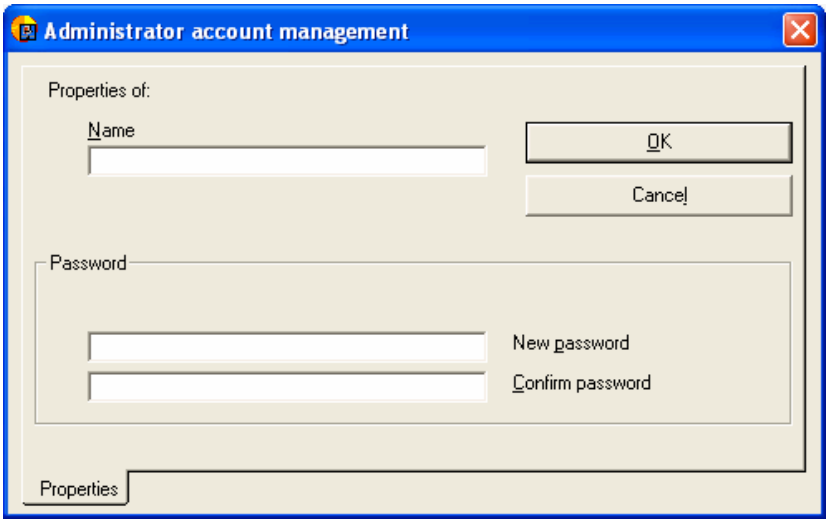

- Enter a **Name** for the administrator.
- If required, enter a **New password**, then type it again to **Confirm** it.
- Click **OK** then **Close**.

One administrator exists by default. This default account is created without any password. Once you have created your own account, it is a good idea to delete the default account.

4 - Setting the general administration options

- **Tools – Options**
- Use the **Associating with programs** tab to set the options that are proposed by default when you associate training and/or assessment programs to groups or users.

*If, on this same tab, you activate the **At the end of the assessment program, an appropriate training program is created automatically** option, it will apply to all the assessment programs, irrespective of the group or user concerned. In the Internet/intranet version of MEDIA plus, this option is not available.*

- Use the **Copy/delete** tab to set the options that are proposed by default when you duplicate or delete group or user objects.
- Use the **Print** tab to set the options that are proposed by default when you print various objects.
- Use the **User logon** tab to set options that define how users can log on to each work session.

In the Internet/intranet version of MEDIA *plus*, only the option that sets a compulsory user password is available.

- The **Information about the organisation** tab contains a certain number of fields which are used at other times, for example when you want to print training certificates.

5 - Accessing the logon server

- **Extras – Logon server**

  The logon server interface keeps you informed on the logon server status and the number of licences used on your site and gives you access to the various keys that Editions ENI may ask you to supply.

6 - Repairing the database

Following certain technical incidents, the MEDIA *plus* system database may develop functional anomalies.

➤ **Extras – Diagnostics/repair**

➤ Go through the different steps, choosing whether or not you want the program to correct any errors it may find.

7 - Exporting users' results

➤ **Extras – Exporting user results**

➤ If necessary, choose the group concerned then choose the export format.

➤ Click the **Export** button.

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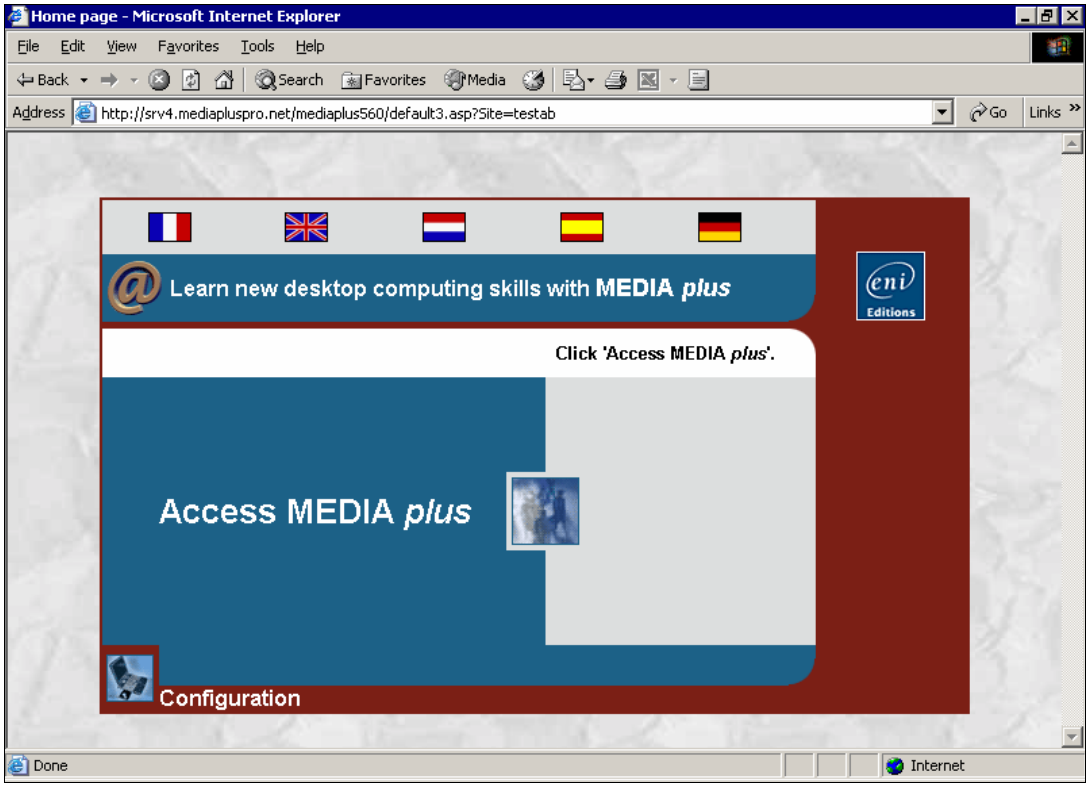
Using MEDIA plus

☞ To start the **MEDIA plus** client:

➢ Go into the **Internet Explorer** application.

➢ In the address bar, enter the address to your site:
http://www.mediapluspro.com/sites/name_of_your_site

*The **name_of_your_site** is the site name that Editions ENI will have given you.*



➢ Point to the text **Access MEDIA plus** and click when it changes colour.

☞ When you access MEDIA plus as a user for the first time one or more **Security Warning** dialog boxes appear.

Security Warning
Do you want to install and run "http://srv4.mediapluspro.net/mediaplus560/Download/Inet1.CAB" signed on 3/5/2003 4:38 PM and distributed by:
Editions ENI
Publisher authenticity verified by Thawte Server CA
Caution: Editions ENI asserts that this content is safe. You should only install/view this content if you trust Editions ENI to make that assertion.
Always trust content from Editions ENI
Yes
No
More Info

➤ To stop them appearing regularly, click the **Always trust content from Editions ENI** check box to activate it then click the **Yes** button.

☞ Each time you access MEDIA plus, the message **Initialising the files. Please wait**. will appear: Please wait until this message disappears.

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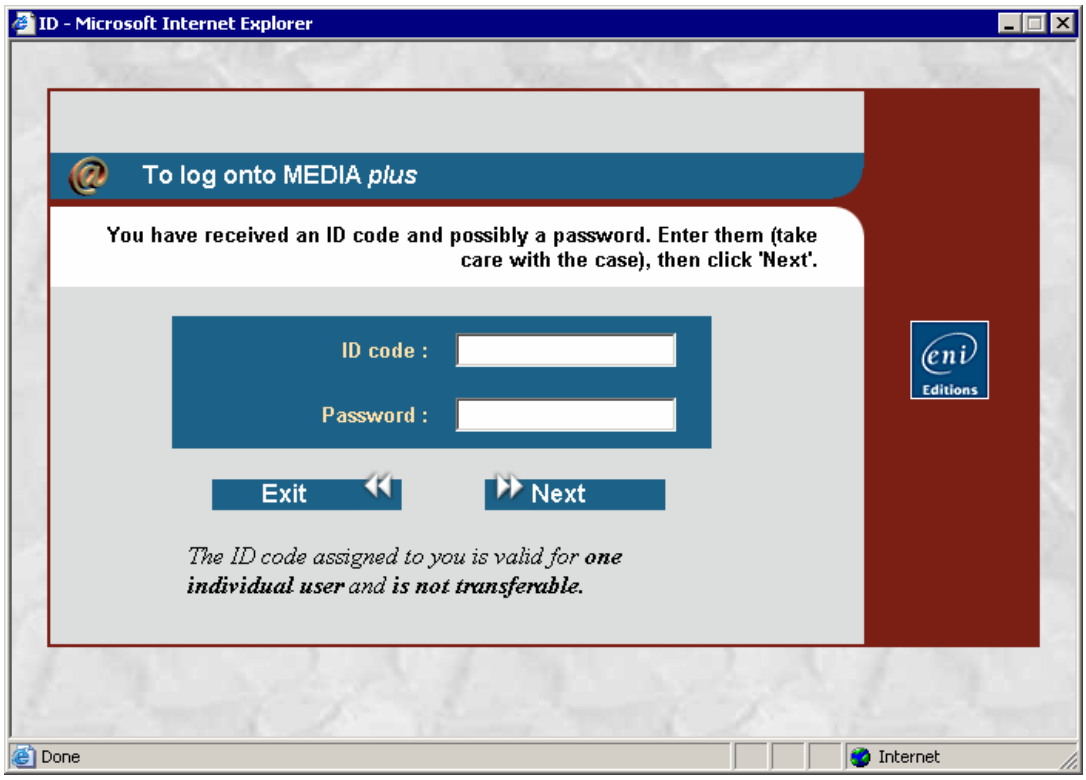
Logging on

☞When you log on you must enter your identification details. In addition, you may need to enter a password, if the **MEDIA *plus*** system administrator has specified that users must do this.

1 - Entering identification details

☞To enter your identification details, you must:

➤ Access the **ID** window (see Accessing MEDIA plus as a user above).


ID - Microsoft Internet Explorer
To log onto MEDIA plus
You have received an ID code and possibly a password. Enter them (take care with the case), then click 'Next'.
ID code :
Password :
Exit
Next
The ID code assigned to you is valid for one individual user and is not transferable.
eni Editions
Done
Internet

➤ Enter your **ID code** (that the MEDIA plus system administrator provided).

➤ Enter your **Password**, if the administrator gave you one or if you specified one for yourself (make sure you enter all the characters in the correct (upper or lower) case).

Click the **Next** button: If MEDIA plus accepts your log on request the next window appears this may be the **Setting a password** window or the **Welcome** window.

Welcome - Microsoft Internet Explorer
Welcome to MEDIA plus
What do you want to do now?
Assess your skills? Learn new skills?
Select the appropriate option then click 'Next'.
I want to see the list of assessment programs.
I want to see the list of training programs.
I want to change my password.
Previous
Next
Exit
eni
Editions
Done
Internet

*The options the **Welcome** window offers will vary according to the settings the administrator has chosen. In addition, if you have been already working with **MEDIA plus**, you will also see the option **I want to start from where I left off last time**.*

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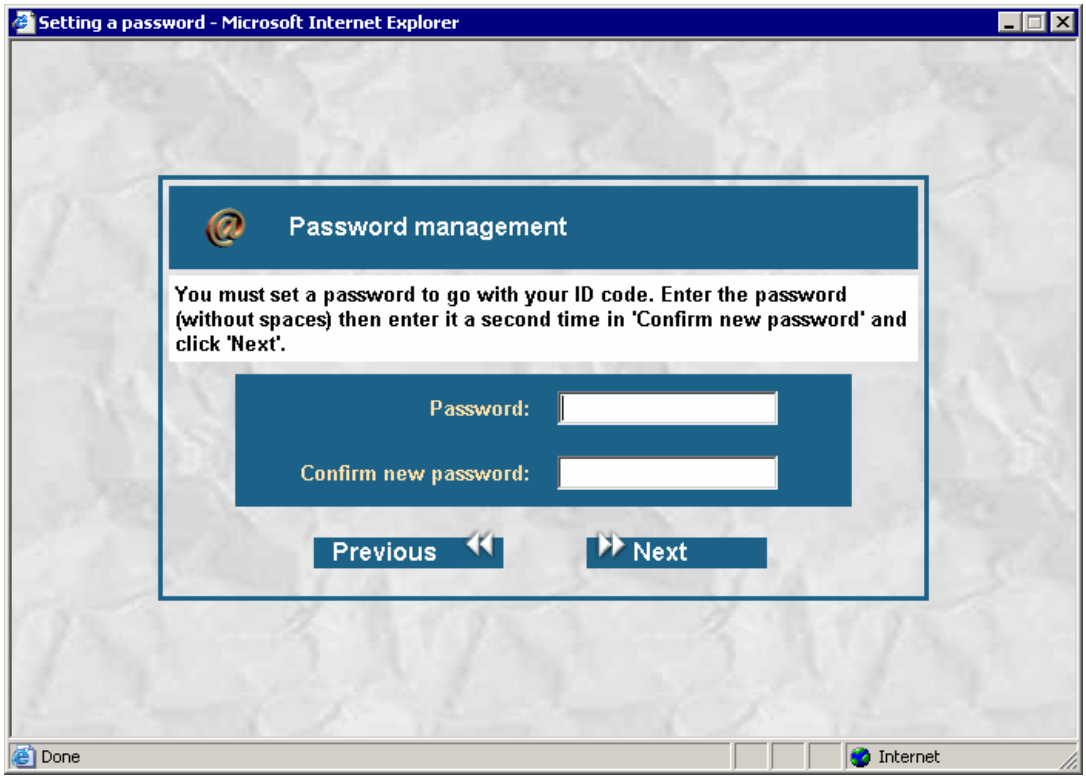
Managing passwords

1 - Creating a password

☞ To create a password:

➤ access the **Setting a password** window (see **Logging on** above).


Setting a password - Microsoft Internet Explorer
Password management
You must set a password to go with your ID code. Enter the password (without spaces) then enter it a second time in 'Confirm new password' and click 'Next'.
Password:
Confirm new password:
Previous
Next
Done
Internet

You will need to set a password only if the administrator has configured the corresponding setting.

➤ enter your **Password** (an asterisk will represent each character you type),

➤ **Confirm** your **new password** by entering it again in the textbox underneath (again, an asterisk will represent each character you type,

➤ click the **Next** button: if you entered your password correctly the **Welcome** screen will appear.

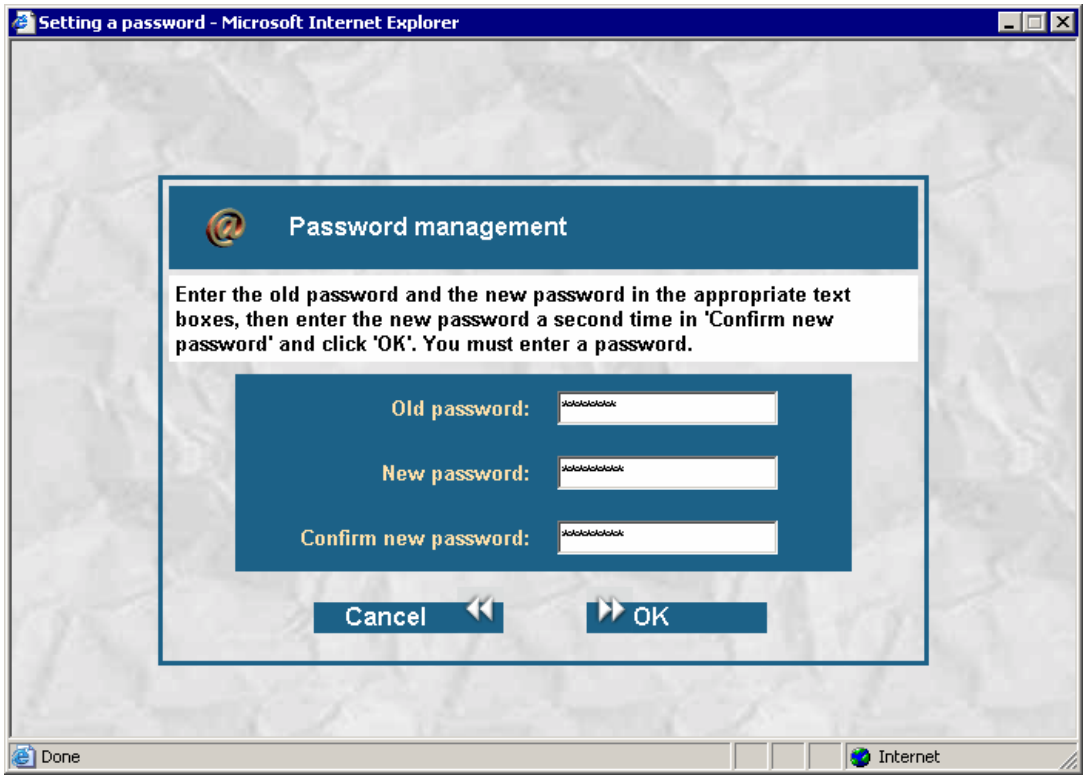
2 - Changing your password

☞To change your password:

➤ in the **Welcome** window, activate the **I want to change my password** option then click **Next**.

➤ enter your **Old password**,

➤ enter your **New password** then enter it in the textbox underneath to **Confirm** your **new password**,


Setting a password - Microsoft Internet Explorer
Password management
Enter the old password and the new password in the appropriate text boxes, then enter the new password a second time in 'Confirm new password' and click 'OK'. You must enter a password.
Old password:
New password:
Confirm new password:
Cancel
OK
Done
Internet

*If you leave the **New password** and **Confirm new password** text boxes empty, you will delete your password.*

➤ Click the **OK** button.

☞If you have forgotten your password, you can ask your **MEDIA plus** administrator to delete it for you.

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Programs and modules

1 - Choosing a program

a) Accessing the program you used last

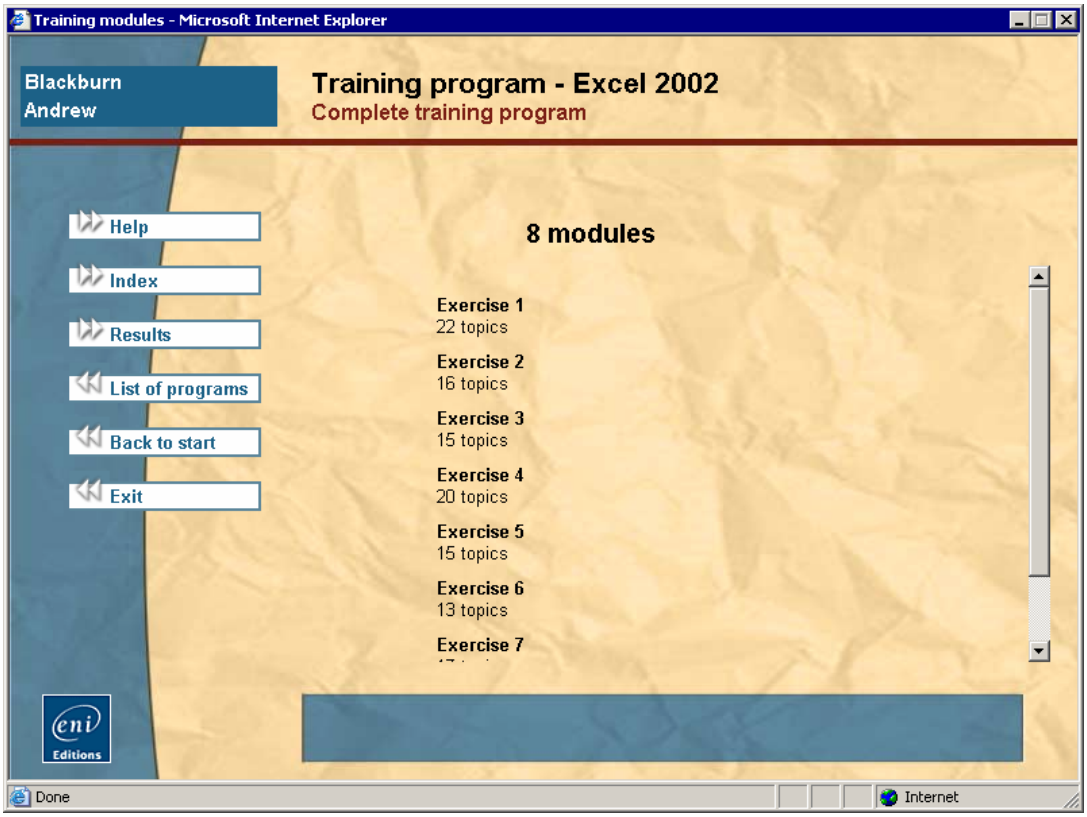
☞ For rapid access to the last program you used, leave active the option **I want to start from where I left off last time** then click the **Next** button.

b) Choosing from the available training programs

☞ To view the list of training programs, activate the option **I want to see the list of training programs** then click the **Next** button.

The training programs are presented by application.

➤ in the **List of training programs** point to the name of the program you want to follow then click when the pointer takes the form of a hand and the program name turns blue [when your pointer is in the correct position, a short description of the program's aims appear in the blue rectangle towards the bottom of the window].



The different program modules appear on the screen.
If the window cannot display them all at once it provides a vertical scroll bar.

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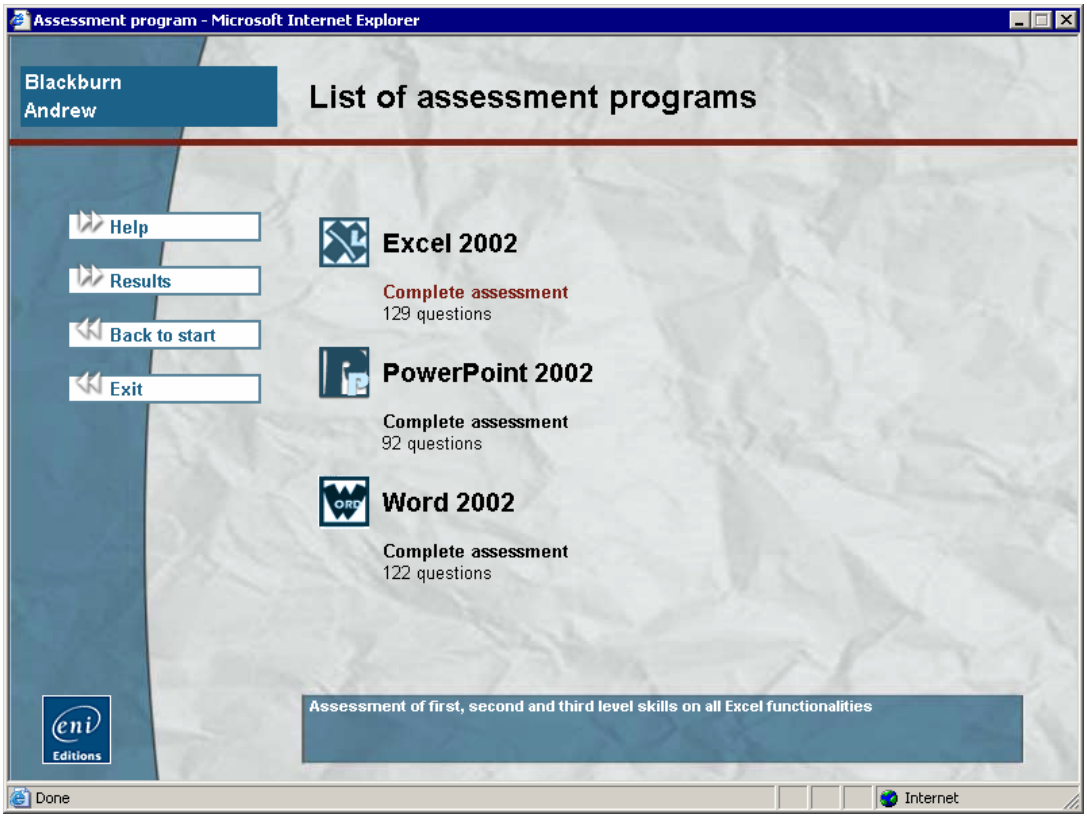
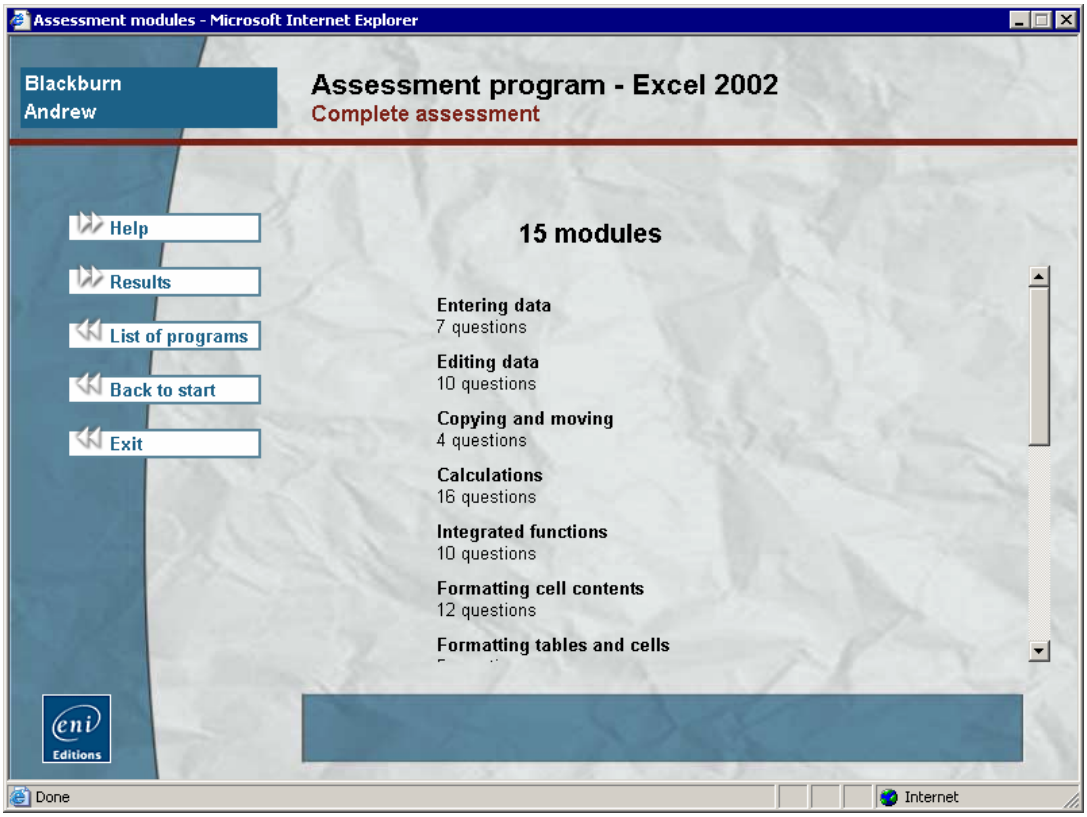
c) Choosing an assessment program

☞ To access the list of training programs:

➤ In the **Welcome** window, choose the option **I want to see the list of assessment programs** then click the **Next** button.



➤ in the **List of assessment programs** point to the name of the program you want to follow then click when the pointer takes the form of a hand and the program name turns blue [when your pointer is in the correct position, a short description of the program's aims appear in the blue rectangle towards the bottom of the window].



The different program modules appear on the screen.
If the window cannot display them all at once it provides a vertical scroll bar.

2 - Choosing a module

☞ To access a module:

- ➤ access the program that contains the module,
- ➤ point to the name of the module then click when the pointer takes the form of a hand and the program name turns blue [if you chose a training module, the contents of the module appear; on the other hand if you chose an assessment module, the assessment starts after MEDIA plus has finished any necessary **Setting up various elements** and **Downloading files**.

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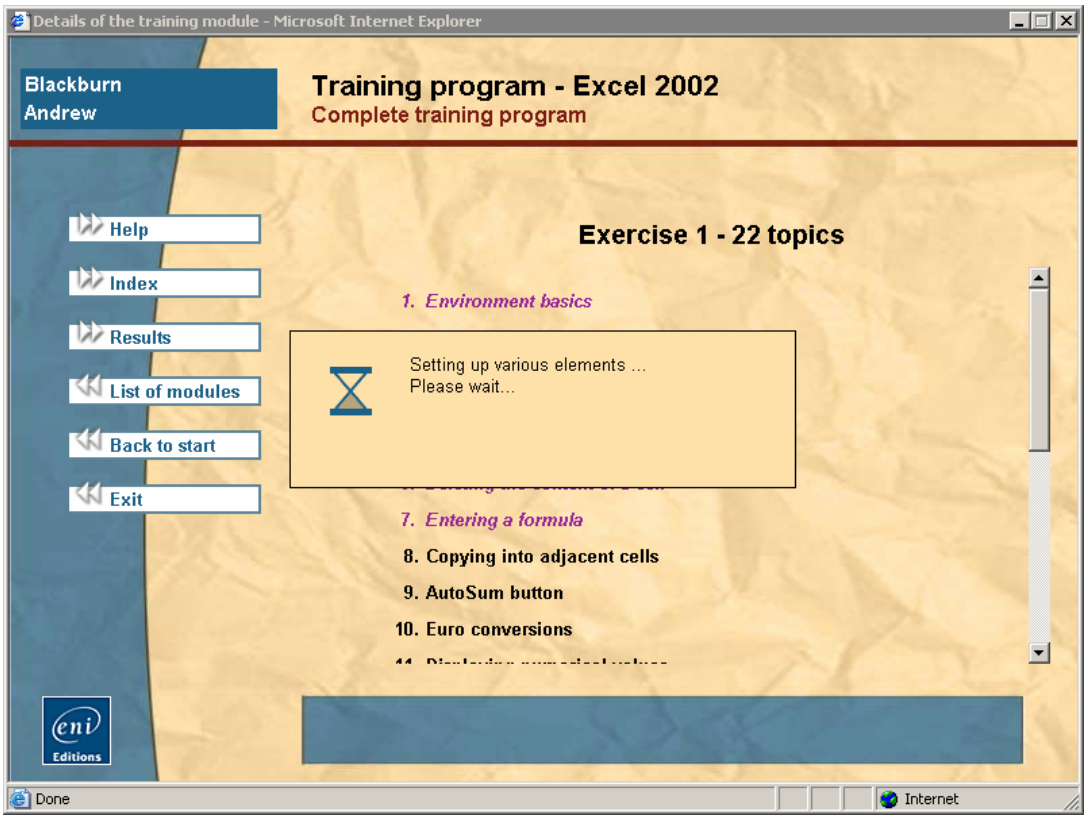
3 - Choosing a training topic

☞To access a training topic:

➤ access the module that contains the topic,



MEDIA plus considers that you have completed the topics whose names appear in violet italics. However, you can still work on them again if you wish.

➤ wait until MEDIA plus has finished any necessary **Setting up various elements** and **Downloading files**.

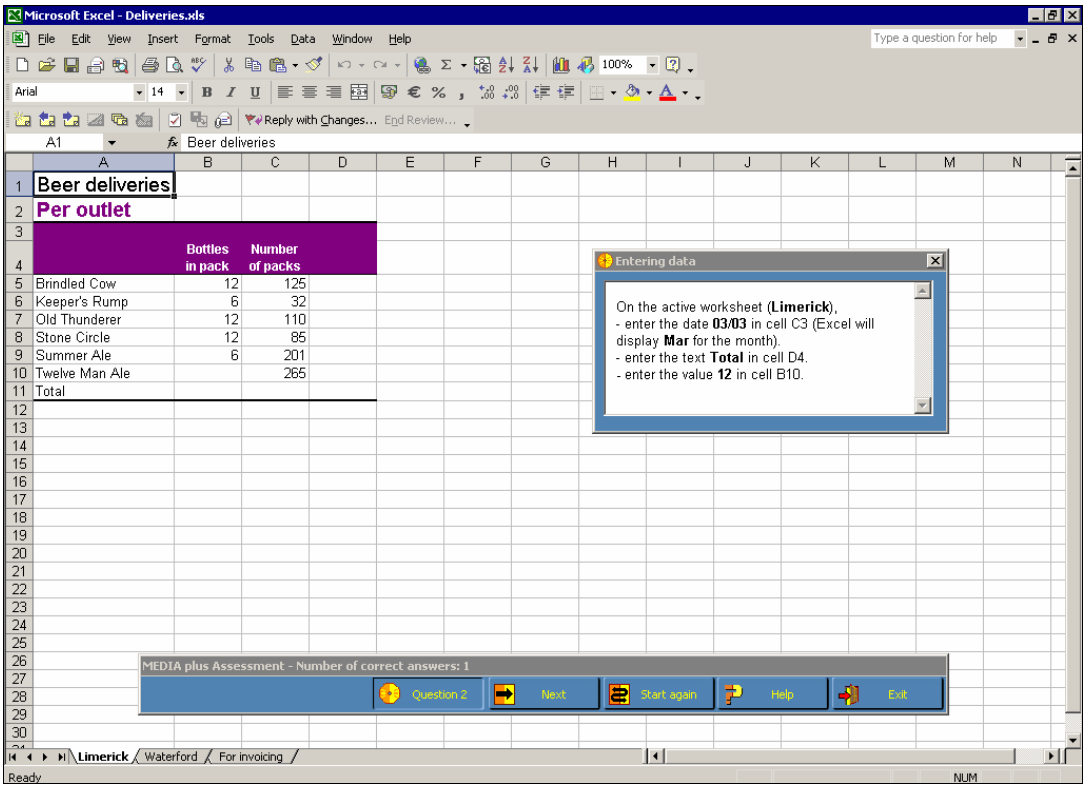
➤ point to the name of the topic on which you want to work and click when it changes colour and the mouse pointer turns into a hand symbol.

Following an assessment program

1 - Overview

☞ When you follow your assessment program, MEDIA plus gives you direct access to the application concerned and displays two windows in the foreground.

☞ You can move either or both of these windows by clicking the title bar of the window and dragging it to the place you want it to appear.



*In the **MEDIA plus Assessment** bar, click the **Question** button to hide or to show the instructions window.*

2 - Carrying out an assessment program

☞ For each new question:

➤ read the instructions carefully,

➤ if you think you can answer the question, carry out the required operations.
[since MEDIA plus tests and analyses the result, you must:
answer the question precisely (making sure that you spell correctly any text you enter),
not change the structure of the document (click the **Start again** button to restart the current question))].

➤ When you have completed the requested operation, click the **Next** button to go on to the next question in the assessment module.
If you click the **Next** button on the final question in the module you will leave the module.

☞ After each correct answer, MEDIA plus increments the **Number of correct answers**.

☞ Click the **Exit** button to leave the assessment module before you have finished it, without receiving a mark.

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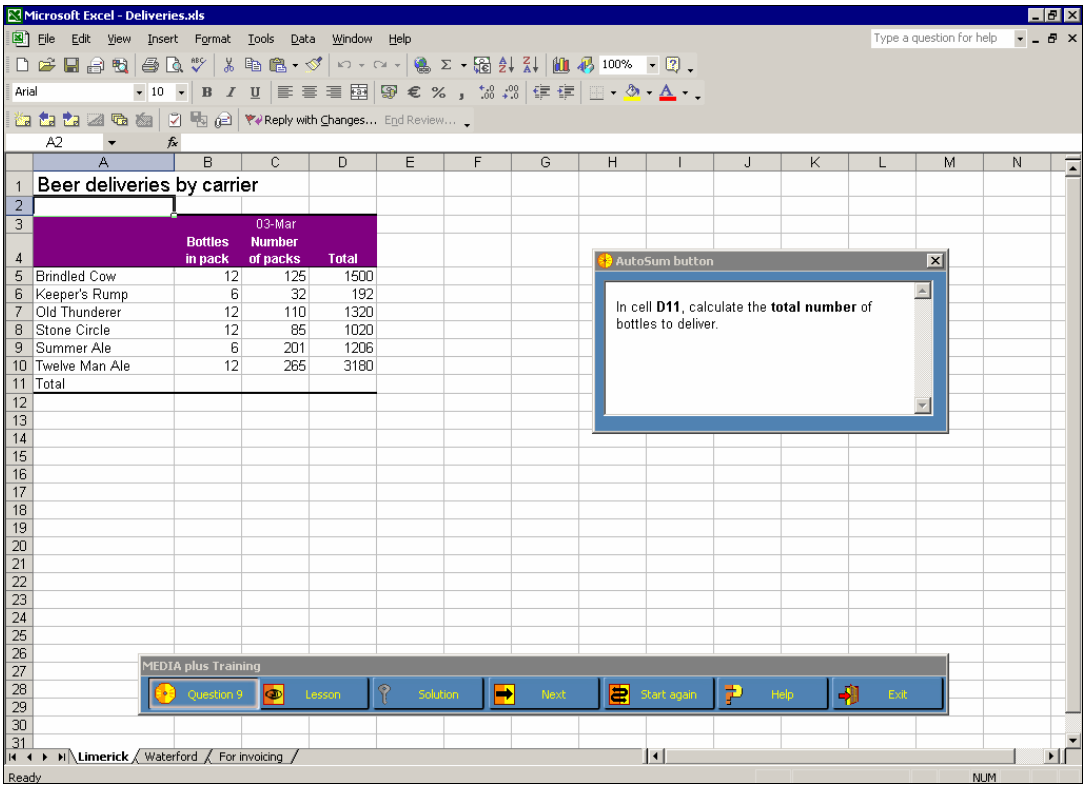
Following a training program

1 - Overview

☞ When you follow your training program MEDIA plus gives you direct access to the application concerned and displays two windows in the foreground.

☞ You can move either of these windows by clicking the title bar of the window and dragging it to the place you want it to appear.



*In the **MEDIA plus Assessment** bar, click the **Question** button to hide or to show the instructions window.*

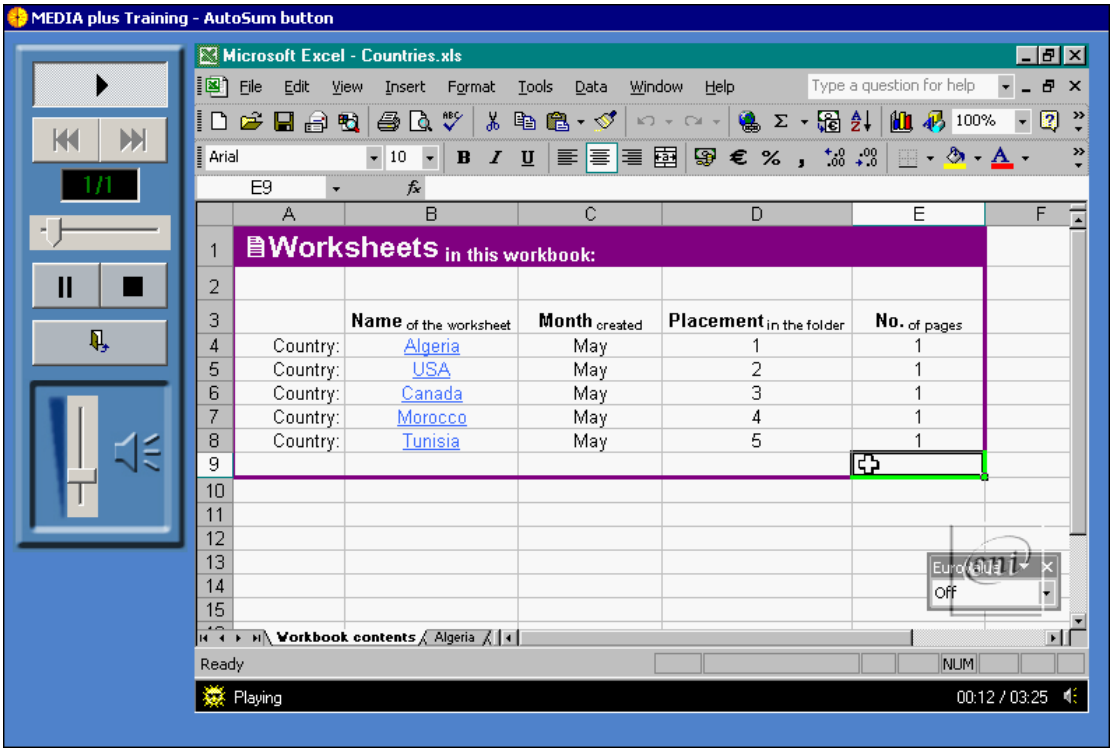
☞ For each new topic:

- watch the **Lesson**,
- read the instructions,
- carry out the corresponding operations, as precisely as possible,
- click the **Next** button to find out whether or not you answered the question correctly,
- click the **Next** button go onto the next training topic.
  [the next training topic is the next training topic you have not yet completed].

2 - Watching and listening to a lesson or a solution

☞ To run a lesson or a solution:

- click the **Lesson** button or the **Solution** button.
  [the **Solution** button is available only after you have clicked the **Next** button to see whether or not you answered the current question correctly].
  [the lesson or solution video starts after **Buffering**].



This layout appears when the component uses the first type of viewer.

This layout appears when the component uses the second type of viewer.

© Editions ENI

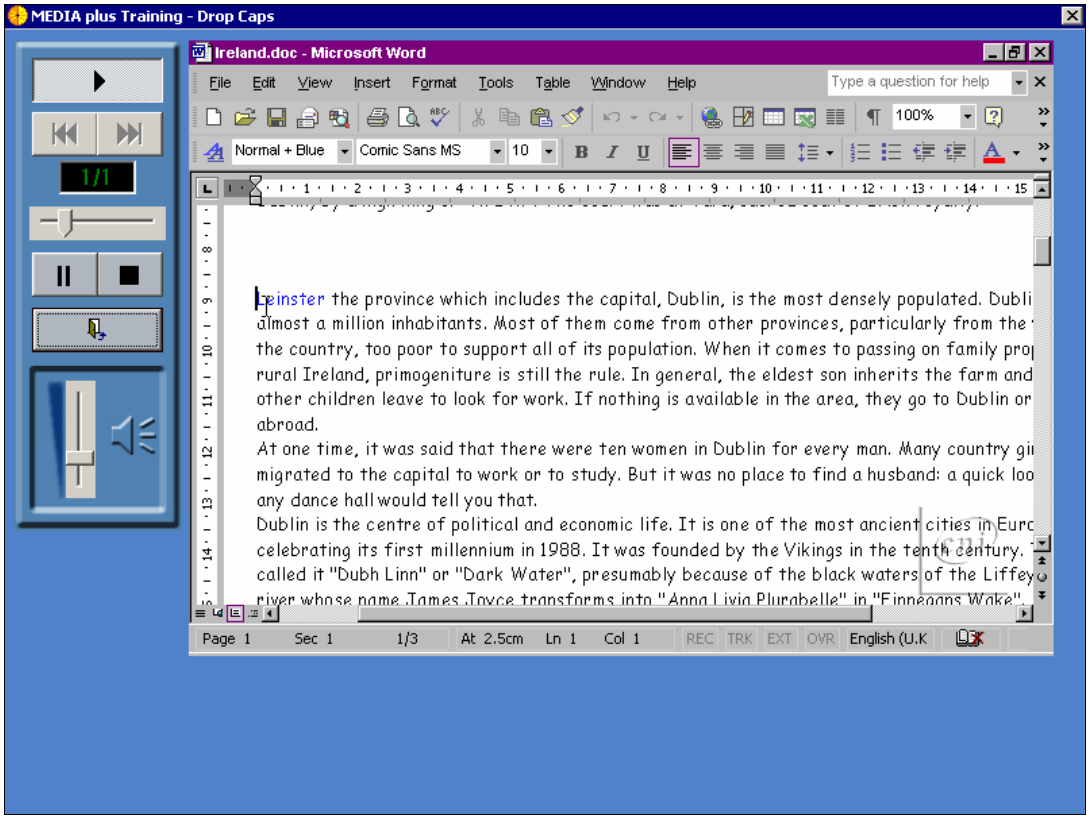
3 - Watching a lesson or solution with the first type of viewer

☞ While the video is running you can use the following buttons:

	to pause the video		to select the point from which you want to start or continue listening
	to stop the video and go back to the beginning		to leave the video

☞ Some components offer a feature with sub-titles which displays text comment sequences instead of the usual audio commentary. To activate this feature:

➤ click the loud-speaker symbol (only for components that support this feature).


MEDIA plus Training - Drop Caps
Ireland.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal + Blue
Comic Sans MS
10
100%
1/1
Leinster the province which includes the capital, Dublin, is the most densely populated. Dubli
almost a million inhabitants. Most of them come from other provinces, particularly from the
the country, too poor to support all of its population. When it comes to passing on family pro
rural Ireland, primogeniture is still the rule. In general, the eldest son inherits the farm and
other children leave to look for work. If nothing is available in the area, they go to Dublin or
abroad.
At one time, it was said that there were ten women in Dublin for every man. Many country gi
migrated to the capital to work or to study. But it was no place to find a husband: a quick loo
any dance hall would tell you that.
Dublin is the centre of political and economic life. It is one of the most ancient cities in Euro
celebrating its first millennium in 1988. It was founded by the Vikings in the tenth century.
called it "Dubh Linn" or "Dark Water", presumably because of the black waters of the Liffey
river whose name James Joyce transforms into "Anna Livia Plurabelle" in "Finnegans Wake".
Page 1 Sec 1 1/3 At 2.5cm Ln 1 Col 1 REC TRK EXT OVR English (U.K

With the sub-titles feature active, MEDIA plus divides the lesson into a number of sequences. The number of the current sequence together with the total number of sequences appear in green on a black background, a cross appears above the loud-speaker symbol and the comments text for the current sequence appears towards the bottom of the window.

☞ To use the video with the sub-titles feature active:

➤ read the text for the current video sequence towards the bottom of the window,

➤ click the button to start the current video sequence [as soon as the video sequence finishes the comments text of the next video sequence appears and the eye in the left hand frame of the window blinks; at the end of the final video sequence the window closes].

☞ To show the comments text of another video sequence without viewing the corresponding sequence: click the button to go onto the next comments text or click the button to go back to the previous comments text.

4 - Watching a lesson or solution with the first type of viewer

Viewer controls

Click this button to start the lesson in video mode, if video mode is available.

If video mode is not available, this button is not accessible.

Click this button to start the lesson in text mode (your computer must run Acrobat Reader for this purpose).

If text mode is not available, this button is not accessible.

In video mode, you can use this bar to control the video and to adjust the volume.

Click this button to view the help text.

Click this button again to leave the help feature.

Click this button to leave the lesson.

Running a video

- In video mode

If necessary, click the **Play** button in the video control bar to start the video. If you are viewing the video via the Internet, you must wait for the buffering process to finish before you can start viewing the video. In this case buffering progress appears as a percentage in the black bar that appears under the video.

While you are watching the video, click the **Pause** button to pause your video before continuing where you left off, click the **Stop** button to return to the beginning of the video or drag the slider to choose the position in the video from where you want to continue viewing.

- In text mode

To view the lesson in text mode your computer must run Acrobat Reader (version 4 or later).

To move from page to page you can use the buttons.

To view in continuous mode click the or button to open its list and choose **Continuous**.

To change the zoom you can use the buttons or the text box that shows the current zoom level in bottom left of the window.

To specify your preferred settings for current and subsequent viewing with Acrobat Reader:

- Click the button in the top right of the window then choose the **Preferences** option.
- In the **Default Zoom** box, select the zoom value you require.
- In the **Default Page Layout** box, select how you want to view the page sequence.

Click **OK** to confirm.

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Leaving the lesson

To leave the lesson, click the **Exit** button.

5 - Answering the questions

☞ To answer a question you must carry out the required operations; since MEDIA *plus* tests and analyses the result, you must:

➤ answer the question fully and precisely [making sure that you spell correctly any text you enter].

➤ not change the structure of the document [click the **Start again** button to restart the current question].

☞ When you have completed the requested operations, click the **Next** button to find out whether or not you answered correctly.

If your answer was incorrect, an error message appears; on the other hand, if you answered correctly a congratulations message appears.

☞ If you made a mistake you can:

➤ still go on to the next topic by clicking the **Next** button: in which case MEDIA *plus* considers that you have not yet completed this training topic
or

➤ try the operation again by clicking the **Start again** button
or

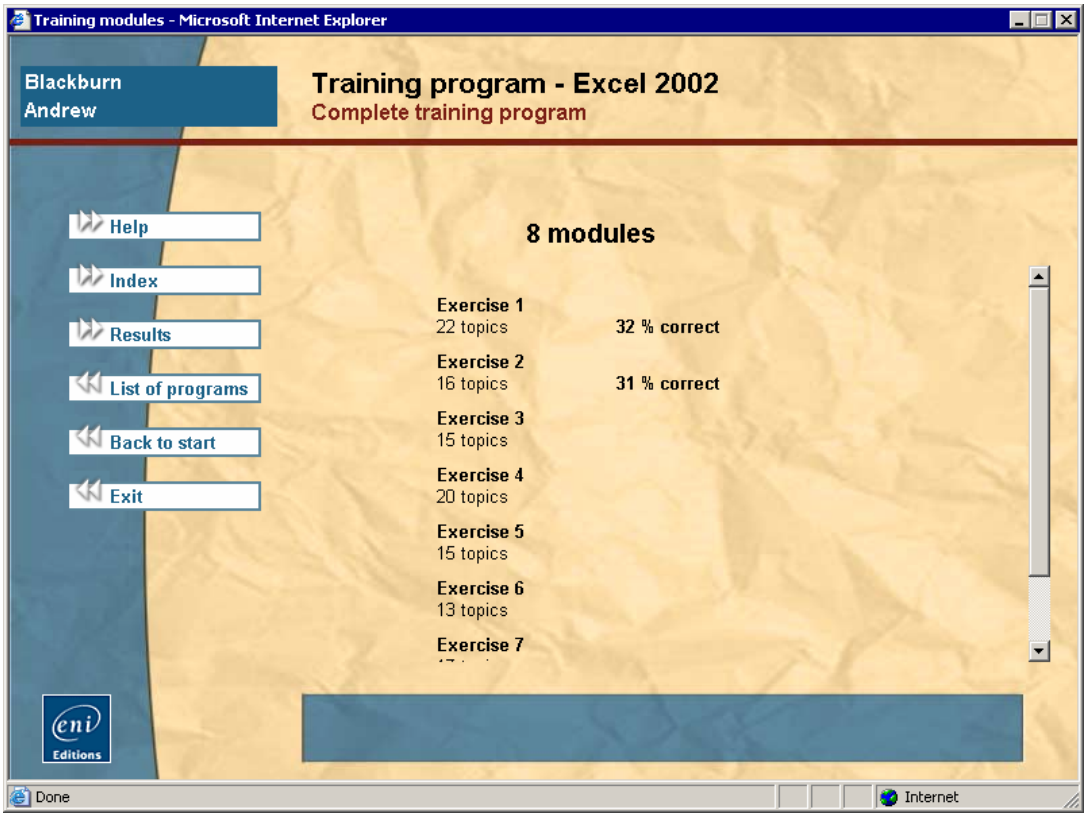
➤ view the correct operation by clicking the **Solution** button
or

➤ review the lesson by clicking the **Lesson** button.

☞ If you answered correctly you can click the **Next** button: the next training topic appears, unless you were already on the last topic in the module in which case you will leave the module.

☞ To leave the training module you must click the **Exit** button: MEDIA *plus* does not check the results of the current topic and displays the module's training topics again. The topics on which you answered correctly appear in italics and in a different colour and the percentage of topics that you have completed successfully appears in the modules list and the programs list.

☞ To work on another module, click the **List of modules** button: the percentage of correct answers appears next to each module concerned.



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Other features

1 - Results

☞ You can view and print your training results from the windows that show lists of programs, modules or topics.

☞ The administrator can choose to allow or not to allow you to see your assessment results.

2 - Other training features

a) Practice exercises

☞ Training programs set up by Editions ENI that contain **Exercise 1**, **Exercise 2** etc. also provide a practice exercise at the end of each module.

To follow a module's practice exercise, go in to the module and at the end of its list of topics click **Practice exercise**.

b) Index

☞ You can access the **Index** from the screens that show lists of training modules or topics. To view a lesson on a specific topic, you can choose from a list of titles and subtitles arranged in alphabetical order.